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# **Food Safety and Inspection Service**

## **Program Plan: Fiscal Year 1982**

**United States Department of Agriculture  
Food Safety and Inspection Service  
Washington, D.C. 20250  
October 1, 1981**

### ABSTRACT

This report provides information on the Food Safety and Inspection Service programs for Fiscal Year 1982. It presents an FSIS Overview of accomplishments for the past year, significant programs in FY 1982, and feature articles of particular interest in FY 1982. It also presents the goals, objectives and expected accomplishments for each program area and the resources (person-years and dollars) planned to achieve them.

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## ADMINISTRATOR'S MESSAGE

This is the third edition of our annual Plan. The first two versions covered combined activities of meat and poultry inspection and the activities of the Commodities Program. This edition is especially important for it is the first for us as a new Agency, the Food Safety and Inspection Service (FSIS), and the first under the new Administration. As such, it conveys to all the activities and objectives of FSIS as it starts its career.

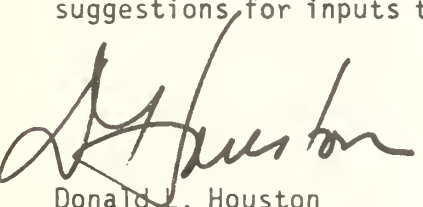
The FSIS is a large Agency--it employs about 10,000 people, and it has an annual budget of about \$350 million. The Agency has a diverse array of programs and objectives, all of which focus on safeguarding the wholesomeness of the nations' supply of meat and poultry products that move into commercial marketing channels. Thus, there is a need for a comprehensive, annual Plan.

The FSIS Program Plan for Fiscal Year 1982 is a useful compendium that can serve as a reference for all our employees. An employee in one part of this large Agency who reads the Plan will be able to determine the principal objectives and planned accomplishments of program activities in other parts of the Agency. Our Plan also can serve as an important reference work for all who are affected by the Agency's actions.

The meat and poultry inspection laws administered by FSIS protect consumers by ensuring that unwholesome or adulterated products do not move into commercial marketing channels. These laws also protect producers by not permitting one to gain an unfair economic advantage over others through marketing of products that are less than wholesome or are improperly labeled.

A general theme of cost consciousness emerges from this Plan concerning our activities. The overriding goal of the Agency is to minimize the cost of carrying out effective programs that have been demonstrated as important to the well-being of Americans. In keeping with the goal of reducing the burden of Government, FSIS is engaged in an Agency-wide effort to control costs, increase productivity, and develop new and more efficient approaches to regulations.

A comment form appears as the last page of this book, to be completed by Federal employees only--it is on a perforated tear-out sheet, and it is preaddressed and prestamped. Your comments on the contents of this book, and suggestions for inputs to future such books are welcome. Thank you!



Donald L. Houston  
Administrator  
Food Safety and Inspection Service

October 1981  
Washington, D.C.







## FSIS OVERVIEW

### Introduction

The Food Safety and Inspection Service (FSIS) inspects and analyzes domestic and imported meat, poultry, and meat and poultry food products. The Agency also monitors the meat and poultry industries for violations of inspection laws, and establishes standards and approves recipes and labels for processed meat and poultry products.

The FSIS Plan for 1982 describes what each component of the Agency plans to accomplish during the fiscal year, and it specifies the money and people planned. Each FSIS program has described its particular responsibilities and has set goals for itself. The responsibilities are derived from the laws administered by FSIS. The goals generally originate from the programs themselves, but they are designed to meet the overall responsibilities of the Agency and to carry out the policies of this Administration. The goals and objectives that appear in the Plan are the consensus of the program staffs and the senior managers. Agency resources planned for 1982 are presented in Table 1. A new dimension has been added to this year's Plan in that it includes feature articles on the Agency's activities in the use of automated data processing (ADP) systems and in the area of regulatory reform.

This document presents FSIS operational program plans and administrative and staff plans by program areas and their respective major program activities. Each major section of the Plan contains an abstract of the program area and its goals for 1982. The sections are further divided into program activities, which include activity leader, abstract, objectives, and accomplishments planned for the year. The accomplishments are further expressed in tabular form in terms of: completion schedule (quarter) and activity resources (both person-years and dollars). Materials in this document represent the best estimates of the program and activity leaders as of October 1, 1981, and are subject to revision, as conditions arise that warrant the changes.

Appendix A, "Organization Structure," lists the program areas and program activities presented in the Plan. It also gives the names of organizational subdivisions within each program activity. Appendix B, "Glossary," includes acronyms and definitions of terms used in this publication.

In 1981, a stratified random survey was conducted by telephone to obtain feedback comments regarding the FSQS Program Plan: FY 1981 and suggestions for use in developing the FY 1982 Plan. The survey findings indicated that the Plan was well received and useful in a variety of ways. The survey provided a better understanding and insight as to the document's strengths, and weaknesses, and it also provided suggestions that were useful in developing the FY 1982 Plan. This year we have included a questionnaire at the back of this Plan, to be completed by Federal employees only. It would be helpful to us in improving next year's Plan if you would take a few minutes to fill out this questionnaire and return it to us.

TABLE 1 - FSIS RESOURCES PLANNED: FY 1982

Program Area	FY 1982 Resources			
	Person-Years		Dollars (Millions)	
	Plan	Percent	Plan	Percent
1. Meat and Poultry Inspection Operations	9,170	90	291.9	83
2. Meat and Poultry Inspection Technical Services	192	2	7.3	2
3. Science	383	4	17.8	5
4. Administrative Management <u>1/</u>	266	3	26.7	8
5. Equal Employment Opportunity	5	<u>2/</u>	.2	<u>2/</u>
6. Information and Legislative Affairs	45	<u>2/</u>	2.2	<u>2/</u>
7. Policy and Program Planning	72	<u>2/</u>	2.8	<u>2/</u>
8. Review and Evaluation	41	<u>2/</u>	1.6	<u>2/</u>
Total	10,174	100	350.5 <u>3/</u>	100

1/ Includes \$18.0 million for central and miscellaneous charges and Program Standard Level User Charges (SLUC). These funds are for Agency-wide use, and are not prorated among program areas and activities. Includes Office of the Administrator.

2/ Less than one percent.

3/ Total funds include: \$315.5 million appropriation; \$34.3 million reimbursable; and \$.7 million trust funds.

## Significant Accomplishments for Last Year

Among the highlights of the FSIS accomplishments for last year were the following:

- In FY 1981, some 131 million livestock and 4.5 billion poultry were individually inspected at slaughter for the purpose of detecting and removing diseased, adulterated, or otherwise unwholesome animals from food channels. Federal inspection was carried out in approximately 7,100 meat and poultry slaughtering and processing plants. This inspection process removed more than 520 million pounds of unwholesome and/or mislabeled meat and poultry from food channels. The total number of pounds inspected included: Slaughter - 51 billion, Processing - 108 billion, and Imported - 2.26 billion.
- Voluntary total quality control (TQC) was implemented in 32 of the 65 plants that had indicated some interest in participating in this program as of September 28, 1981. FSIS formed a cadre of quality control consultants to assist plants in developing their quality control systems. A total of 326 inspectors and supervisors received quality control training. A small plant quality control guidebook was published in July 1981. A computerized inventory system was prepared to cover all approved TQC systems and partial quality control programs. A decentralization plan was prepared and implemented for partial quality control programs that are to be approved at the Regional Directors' level. A self-instructional guide for quality control inspectors was developed for use in the field. The "guide" is titled: "How to Prepare a Plan of Inspection for Quality Control Systems". A study was made of work measurement methodology and preliminary staffing criteria for inspection of processed products in plants operating under TQC.
- Field Realignment. The Meat and Poultry Inspection Program realigned its field organization in FY 1981 to correct an unequal distribution of the workload that had resulted from program changes over the last decade. The realignment changed some regional boundaries, reduced areas from 35 to 27, reduced circuits from 230 to 214, and generated annualized cost savings of nearly \$1 million. The realignment was carried out with no loss of protection to the consumer. In conjunction with the realignment, a system was developed for on-going data collection and monitoring that will help reduce the need for another realignment of this sort in the near future.
- Establishing the Export Coordination Function. The FSIS Export Coordination Staff, established in FY 1981, has the responsibility to reduce the regulatory barriers that might be preventing the export of meat and poultry products. The staff maintains close contact with inspection officials from other countries, with other U.S. government agencies involved in trade matters, and with the industry and its organizations. As a result of these efforts, adjustments were made in both U.S. and other countries' procedures where the underlying differences were not substantial; on-going negotiations have been initiated with the European Economic Community (EEC) in order to discover

a common basis of proceeding that might protect the free flow of trade; and communications have been established with the exporting industry so that problems of misunderstanding can be minimized.

- USDA's meat inspection program was 75 years old on June 30, 1981. It was established in 1906 when President Theodore Roosevelt signed the Meat Inspection Act -- one of the first consumer protection measures passed by Congress. The Agency marked the anniversary with a ceremony June 10, attended by several hundred guests. Speakers noted the effective cooperation between USDA and the meat industry in providing consumers with an abundant and wholesome meat supply. President Reagan sent Secretary Block a letter congratulating the Department and praising the Federal inspection program. Information materials prepared for the anniversary included a slide show, brochure-poster, and table-top exhibit with the theme "Meat and Poultry Inspection -- A Program that Protects."
- FSIS conducted the Agency's first annual Food Safety Poster Contest. About 45,000 elementary school students from all parts of the nation submitted entries. The contest was part of USDA's celebration of the 75th anniversary of the Federal Meat Inspection Act. Students used information packets distributed by USDA through the schools to create posters illustrating various facets of food safety.
- FSIS developed and instituted a quality assurance program in all of its laboratories to assure continuous acceptable quality of analytical work. An Accredited Laboratory Program was also developed to assure quality and integrity of results generated by non-USDA analytical laboratories.
- The Agency took steps to strengthen its efforts to control chemical residues in the Nation's meat and poultry food supply. FSIS is now emphasizing a program of prevention to lower the incidence of residue contamination. FSIS officials work with State Extension personnel to implement an education program on the farm to help control residues before animals reach the slaughter plants. "Spotlighting" is a good example of this effort. The program concentrated ("Spotlights") in geographical areas having a high incidence of sulfonamide violations in swine. Intensive education resulted in a substantial reduction of the sulfa problems. The education is followed by intensive sampling to determine if the efforts are successful.
- Several new analytical tests or procedures were developed to improve the control of residue contamination in meat and poultry and related products. The STOP (Swab Test on Premises) program allows rapid screening at the point of slaughter to detect violative levels of antibiotics. The procedure identifies antibiotics residue-positive carcasses within 18 hours. A similar new Live Animal Swab Test (LAST) procedure permits farmers to determine the presence of antibiotic residues in commercial stock prior to marketing. Development of shelf-stable STOP media plates eliminates the requirement for refrigerated storage space at slaughter locations. Additional analytical methods or procedures have been developed in scientific areas such as sulfonamides, pentachlorophenol, and staphylococcal enterotoxin.

--Labeling Review Process. An FSIS Task Force conducted an 8 month prior label approval pilot program to explore the feasibility of delegation, in concert with the overall objective of streamlining the label approval process. The pilot program was conducted out of three Area Offices (Hyattsville, Kentucky, and Missouri) and extended from December 1, 1980 through July 29, 1981. This pilot program revealed that: 1) the turnaround time for label approvals was improved -- over 90 percent were returned to management by the end of the second working day. (In many cases, the shorter elapsed time is of critical importance to plant management), 2) the workload impact on the inspectors-in-charge (IIC) was relatively light -- two thirds of all labels processed took a half hour or less of the IIC's time, and about 90 percent required less than an hour.

The Task Force recommended that FSIS:

1. Develop proposed regulations to authorize a nationwide program for the recommended delegation of certain label approval authority to the inspectors-in-charge. (The effects of such delegation would be decreased turnaround time for label approvals, and increased efficiency and effectiveness of the efforts of FSIS personnel.)
2. Develop an administrative system to process and incorporate field approved labels into the central label records file.
3. Develop and implement a training program for field personnel that covers the labeling review and approval process.
4. Develop a plan to phase additional areas into the program, so that orderly training of personnel is possible, and overloading of the headquarters label review staff is avoided.

Other completed efforts to streamline the system include: Implementation of a structured process for appealing label disapprovals, and a procedure for public notification of standards and labeling policy decisions.

--FSIS prepared a USDA Radiological Emergency Preparedness/Response Plan for Commercial Nuclear Power Plants. This Plan was required by the Federal Emergency Management Agency's "Master Plan." The USDA Plan provides internal guidance and assigns specific responsibilities to USDA organizational elements for responding to emergency contamination accidents at fixed nuclear power generating plants where significant quantities of radioactive material may escape to off-site areas. In the event of another emergency contamination situation such as the Three Mile Island incident, the USDA Plan will facilitate efficient and coordinated action on the part of USDA agencies to protect the public health and safety. FSIS was designated as the lead Agency for USDA. (Other USDA agencies that have key roles in planning both at the headquarters and field levels are: Animal and Plant Health Inspection Service, Agricultural Research Service, Cooperative Extension Service, Agricultural Stabilization and Conservation Service, Forest Service, and

the USDA Staff Offices of Safety and Health Management and Intergovernmental Affairs.)

- Senior Level Position Management Committee procedures were implemented. This committee is unique and serves as a model throughout USDA for management and control of the establishment of positions GS-14 and above. The Senior Executive Service (SES) performance appraisal system was totally implemented in FSIS with performance standards that capture and totally integrate the FSIS Program Plan. In addition, a comprehensive orientation package was developed for new SES members, and guidance was provided with respect to SES probationary period, ranks, awards with accompanying stipends, as well as pay adjustments. A comprehensive merit pay system was implemented for employees GS-13-15 including the issuance of a merit pay directive, a merit pay pool managers checklist, and a newsletter to keep all merit pay employees totally informed on this new system. The Agency classification standard for the Veterinary Medical Science, GS-701, was implemented. It represents about 15 percent of the permanent full-time FSIS employee population. In addition, implementation of the Secretary, GS-318 and Clerk Typist, GS-322 standards was completed.
- The Agency's program area Equal Employment Opportunity program (EEO) has continued to be highly effective. Over 80 percent of employee EEO concerns are resolved at the informal level by EEO Counselors. The FSIS Career Development Program for Women was commended by the White House as one of the seven top programs in the Federal Government.
- FSIS experienced about a 6 percent decrease in mileage over Fiscal Year 1980, and an increase of 52 percent in miles per gallon in the use of our leased vehicles over the national average for privately owned vehicles.

#### Significant Programs in FY 1982

##### Total Residue Avoidance Program (TRAP)

The Agency seeks to minimize the exposure of the consumer to unacceptable levels of residues in the meat and poultry food supply. The current FSIS residue program was founded 14 years ago in response to the first wave of public alarm over dangerous chemicals in the environment. Since that time the residue program's control actions have been dependent on inspection and laboratory sampling after slaughter of poultry and animals occurs. This procedure often results in major losses of product when excessive amounts of residues are detected. In FY 1982, FSIS plans to take a new approach to expand its residue control efforts -- Total Residue Avoidance Program (TRAP). Acting on the principle that producers must know as much about residues as they do about other aspects of their production system, FSIS will implement an intensive awareness campaign, primarily through the transfer of about \$1 million to the Extension Service, to work with farmers, packers, feed plant

operators, and dairy cooperatives regarding the use of residues. A preventive total avoidance approach will enable farmers to eliminate violative amounts of residues before their commercial stock goes to market. This will mean a reduction in losses of product for the producer and packer, and a more effective residue control program for FSIS.

#### Label Review Process

In FY 1982, FSIS will review its regulations on its label review process, with the objective of easing the labeling regulatory burden on the industry without jeopardizing the interests of consumers. The Agency will focus on a number of labeling projects intended to improve the productivity and efficiency of its work force. FSIS plans to: develop general labeling policies to prevent fraudulent practices; develop protein fat-free standards proposals for cured pork products; develop a process that will generally sanction and expedite the use of FDA approved substances in certain meat and poultry products; and publish a proposal expanding the pilot label approval program nationally for minor label changes.

#### Agricultural Exports

FSIS will cooperate with industry in efforts to facilitate agricultural exports so as to maintain or increase the level of sales abroad. Such sales are important positive elements in our international balance of payments.

These FSIS cooperative efforts will involve a variety of actions, including:

- Seeking to remove unnecessary inspectional requirements that become nontariff barriers to free trade in meat and poultry products;
- Cooperating with industry market development firms and organizations to help interpret and resolve adverse foreign inspectional requirements; and
- Helping to find solutions with other governments to inspectional differences that represent important differences in trade practice or unfavorable protection strategies.

#### Total Quality Control

FSIS will continue support of the development and expansion of quality control (QC) efforts. Among other things, this will include: Development of final work measurement standards for total quality control plants, audit of approved total QC systems, QC training for appropriate FSIS personnel, and technical assistance to small processors in the development of total QC systems.

#### Veterinary Attache to European Economic Community

A new position, Veterinary Attache to the European Economic Community, was developed in recognition of the growing importance of veterinary and other technically related issues in U.S. trade with the European Economic Community

countries. In FY 1982, this Brussels-based position will have primary responsibility for handling veterinary matters in the member states that affect U.S. trade in livestock, meat and poultry products.

#### Campylobacter Fetus Contamination

FSIS has commenced a two-phase survey to determine the incidence of Campylobacter fetus contamination in poultry, cattle and swine. The microorganism is suspected of being potentially as serious as Salmonella in causing human intestinal illness. The first phase of the study will look at frozen muscle samples, while the second will focus on fresh muscle tissue because it is not known whether the microorganism survives freezing. The entire project will take from one to one and one-half years to complete.

#### MARCIS

The Microbiological and Residue Contamination Information System (MARCIS) was developed in FY 1980 and will be expanded in FY 1982 to include chemical analysis performed by certified, State, or recognized laboratories, and to implement additional sampling and data processing programs. MARCIS is a management tool to make all the computer systems within the Science program area more accessible to all FSIS users.

#### Improved Inspection Procedures For Cattle and Hogs

FSIS plans to move ahead with the implementation of new cattle and hog inspection standards. The modifications call for changes in inspection methods that will involve the installation of mirrors in the inspection area. The cost of mirror installations is estimated at less than \$1,000 per plant, but plants will be able to process carcasses faster, thereby saving on space on the production line, and on overtime inspection charges. This new inspection method will allow inspectors to view the entire carcass without turning it. The revised cattle standards will enable 7 inspectors to inspect up to 216 cattle per hour rather than 192, a 12 percent gain in productivity. The revised hog standards will allow three inspectors to inspect up to 506 hogs per hour rather than 337, a 50 percent gain in productivity. The combined changes will enable FSIS to eliminate positions and reassign 84 hog inspectors and 35 cattle inspectors, for a first-year savings of over \$2 million.

#### Modified Inspection of Turkeys

FSIS plans to develop and implement an improved method for a standard 2-inspector slaughter line inspection of turkeys. This will include an effective procedure for verification of trim accomplished by plant employees, and it is designed to provide for more efficient use of inspectors.

## Review and Evaluation Procedures

FSIS plans to develop and implement throughout FSIS new guidelines and procedures for conducting the review and evaluation of the Agency's operational programs. Last year the Agency reorganized by combining several functions, and created a new Review and Evaluation Staff in the Office of the Administrator.







## PROGRESS THROUGH AUTOMATED DATA PROCESSING

It takes a comprehensive, coordinated plan to run a Federal regulatory agency today. Effective planning is essential to controlling cost, increasing productivity, and streamlining the regulatory process. Over the past several years, the Agency has increasingly relied on automated data processing (ADP) as a tool in realizing the objectives of program planning.

While computers are not magic, they have been instrumental in solving a wide range of managerial problems. Through careful design and selection of the right equipment for the job, the Agency has developed ADP systems that enable FSIS managers to run their programs better today than was possible only 3 years ago.

### Modernizing Meat and Poultry Inspection

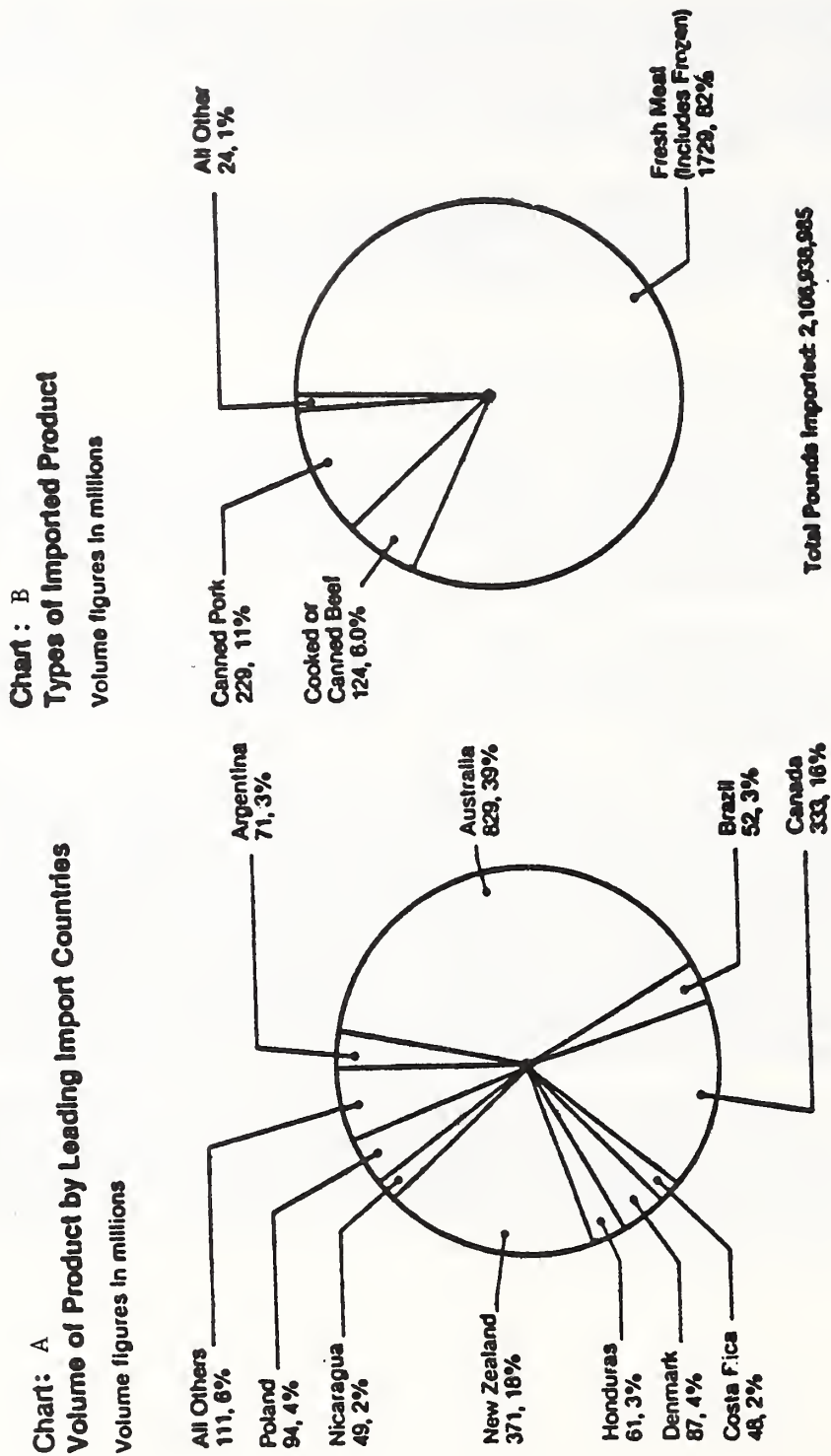
In 1981, a Department-wide reorganization redefined the Agency's focus, spotlighting meat and poultry inspection as its major program mission. With about 10,000 Agency personnel working throughout the country to ensure safe, wholesome, and properly labeled meat and poultry products, ADP has proven to be an essential coordination tool.

For example, minicomputers -- which look small but have greater capacities than larger computers of years past -- are being used to redistribute field supervisory workloads more efficiently. They afford a unique degree of speed, accuracy, and flexibility.

Minicomputers in Chicago, Illinois, and Des Moines, Iowa, have been used to review and refine data collected on 360,000 forms a month from slaughter and processing operations before it is transmitted to headquarters, Washington, D.C. This has ensured that the information FSIS distributes to the public is more accurate, with less time spent resolving human errors. Recently, the Agency reduced the reporting frequency from weekly to quarterly. This has facilitated a phasing-out of operations in the Chicago data center. Resources from that center were redistributed to headquarters and Des Moines at a savings in operating costs of approximately 77 thousand dollars per year.

Because it is often difficult to interpret computer-generated reports in their traditional tabular format, specialists are in the process of setting up a system that can present data in the form of bar charts, graphs, maps, and other more easily understood graphics. An example of computer-generated graphics is shown as figure 1.

FIGURE 1 - An Example of Computer Produced Graphics



ADP is playing a key role in the development of a new animal disease reporting system. When implemented, the system will provide more meaningful information on the incidence of disease conditions in livestock. If the system shows that certain conditions do not exist in a certain geographical area, FSIS could save money and use inspectors more efficiently by reducing the intensity of surveillance in that area.

### Improving Import Inspection

With over 2 billion pounds of product from over 30 countries to be inspected annually, over 4,000 samples to be taken, and 13 ports of entry to be coordinated, it became increasingly difficult to manage import inspection efficiently, uniformly, and effectively. In 1979, the Agency launched a highly advanced, centralized computer system that helps inspectors examine imported products faster and more efficiently. The system makes import inspection more uniform by providing historical information about importers and their products to inspectors at ports of entry across the country. Terminals at each major port of entry tie into a central minicomputer at headquarters, Washington, D.C.

When a meat shipment arrives, inspectors enter information from the importer's application into the system. The central computer scans its memory banks to classify the product and determine the importer's record of compliance. Then, based on the product's history, the computer provides information on the inspection procedures, tests, and sampling necessary to ensure the safety and wholesomeness of the product in question. Thus, the system enables inspectors to focus their efforts where needed most. Finally the inspectors results are entered in the system, thus updating the product history for future reference.

The system also provides prompt specialized information to program managers, such as: inspection workload, the volume of meat and poultry products imported, rejections, categories of products, and all by country of origin. It also facilitates preparation of the annual report to Congress on imports as required in the Federal Meat Inspection Act.

The system has had a favorable impact on foreign trade relations with the United States. And, because the system rewards producers with good compliance histories -- less product is sampled, so less product is destroyed -- the importers are motivated to maintain required standards.

### Making Science Data More Accessible

Industry and consumers alike rely on the efficiency and effectiveness of meat and poultry inspection. When inspectors take product samples for laboratory analysis, they need fast, accurate answers. To accomplish this, FSIS maintains one minicomputer in each of its Science program field laboratories: Athens, Georgia; St. Louis, Missouri; and San Francisco, California. When linked to a larger computer at headquarters, Washington, D.C., the minicomputers will provide ongoing, comprehensive information on the status of more than 200,000 samples tested each year. Within minutes after a test is concluded, data can be relayed quickly to remote terminals, where inspectors will be able to take timely action based upon test results.

The Microbiological and Residue Contamination Information System (MARCIS) was developed in 1980 primarily as a management tool to make all the computer systems within the Science program area more accessible to all FSIS users. The information will be centralized in one minicomputer located at headquarters. The MARCIS network system will enable Science to exchange information quickly between field laboratories and headquarters -- a capability essential to the control of potentially serious contamination -- and simplify the compilation of data for reports. It replaces the tedious process of extracting data from the handwriting at each field location, and then relaying it to headquarters by telephone or mail.

The Laboratory Sample Flow System will be the first major component MARCIS. The system uses a minicomputer in each laboratory. Upon receipt, every sample is assigned an identification code and entered into the system. As tests are run on the samples, a record is kept and then entered into the system at the conclusion of all tests. The main benefit is in development of requested historical information that is usually highly selective and urgent. Examples are: the number of hams sampled in one area or from a given plant, results of certain residue tests, and laboratory processing rates. The data entered regarding samples is available on demand via the terminal. Previously, analysts had to take precious time to make intensive manual searches of ledgers and reports for the information. The Laboratory Sample Flow System has eliminated this waste of resources, as well as more than 30 forms and manual ledgers used by the laboratories.

In addition to the entry of the Laboratory Sample Flow System into MARCIS, there are the entries of other independent, specialized data systems, such as Swab Testing on Premises (STOP). The meatborne hazard data, previously recorded by hand in ledgers, is now entered into MARCIS. Results of chemical compound analyses, as well as a thesaurus of chemical terms to aid information retrieval, are in MARCIS. While the automated import inspection system is not a part of MARCIS, it is compatible and enables MARCIS to include residue analysis data on imported meat. This is essential in controlling all sources of residue threats to the food supply. Sometime this year, chemical analyses performed by certified, State, or recognized laboratories will be added to the system.

#### Ensuring the Appropriate Use of Chemicals

The Chemical Compounds System ensures quick responses to requests for approval of new compounds used in producing meat and poultry products. The system also simplifies publication of the "List of Chemical Compounds," a document used by plant and inspection personnel as a reference to over 62,000 approved products manufactured by about 4,900 companies. Now, inspectors have a timely, up-to-date reference for making critical decisions that affect plant operations.

Since its implementation in 1979, the system has seen dramatic improvements. Nonessential data has been purged, allowing report users faster access to their specific needs. This streamlining action saves time and cuts printout paper costs. The system was also updated to eliminate the need for a

voluminous card file. Where staff once had to keep tabs on thousands of requests by recording numbers on individual cards, the Chemical Compounds System now does it automatically. This alone saved half a year of an employee's time.

#### Improving Interagency Communications

Before the development of the FSIS Management and Communication System (FMCS), as many as 50 out of 5,000 pieces of interagency mail were returned daily because of incorrect addresses. These delays often involved essential mail. The modified system, developed in 1979, provided a much improved method for transmitting directives, notices, literature, publications, and other materials to all Agency locations. Under the system, each of the five regional inspection offices is responsible for updating its own address file. This decentralization minimizes delay time for new addressees and those with address changes.

While it did reduce the pieces of returned mail, the main benefit of more precise mailing was in dollar savings. From more precise mailing -- both in address and pieces per address -- plus being able to more accurately measure actual mail costs, about \$400,000 a year in savings is projected. These savings are just in what we pay the U.S. Postal Service. Printing and reproduction of distributed matter are examples of other areas where savings may occur from more accurate mailings.

Semiannually, the FMCS produces a tape for use in revising the Meat and Poultry Inspection Directory. Recently, the database was revised to make it possible to include direct access telephone numbers for USDA employees at the thousands of meat and poultry plants. This makes it more convenient to call employees at those locations, and saves money on long distance calls that were previously routed through plant management telephones. Like more precise mailings, this provides better use of communication resources.

#### Proving Leasing Costs Less

The Leased Vehicle System -- a pilot program launched in 1980 -- provides a quicker, simpler analysis of data on the use of leased vehicles by FSIS employees. The Agency sought to test the hypothesis that it is cheaper to lease vehicles than to reimburse users of privately owned vehicles. In addition, the system was developed so managers can ensure appropriate use of the vehicles. Each month, operators of 260 leased vehicles complete and mail in post cards with data on mileage, gas, oil, maintenance costs, and any overhead expenses. The data is fed into a computer, which has thus far generated reports that show it costs less than 17 cents per mile to use leased vehicles -- compared with a reimbursement of up to 22.5 cents per mile for privately owned vehicles.

The pilot program was successful, but the ADP supporting it may be the real success story. In the future, drivers may prefer to use their private vehicle at a reimbursement rate less than the per-vehicle cost to the Agency for leased vehicles. If this happens, the Agency could drop the leased vehicle program. The ADP system, however, could be used to manage any type, or combination of types, of motor vehicle supply scheme(s).

The Department of Agriculture is using the FSIS system as a model for a system they are developing. That system is intended to manage all vehicle support for the Department -- regardless of source (e.g., GSA motor pool, commercial lease, reimbursement).

### Facing Tomorrow's Challenges

The equipment already in use by FSIS forms a strong foundation for future additions and applications. The Agency may soon have the ability to perform "distributed data processing," making use of the systems even easier and more efficient. Instead of querying individual systems one at a time, distributed data processing enables users to make inquiries into a single network of computers representing the various systems. The network system itself determines which computer(s) at which location(s) have the appropriate data, and responds with a particular or consolidated answer.

Automated data processing is a dynamic product. The systems are continually being reviewed, refined, streamlined, merged and discontinued -- whatever it takes to do the job. One day, for example, inspectors will have available to them a variety of information at their fingertips. Sampling procedures, volume reports, inspection plans, etc., will be available on demand and will be able to be revised frequently to enable inspectors to make the best use of their time and other resources -- much like the import inspectors do now. Inspection and other program areas must rely more and more on ADP and other evolving technology to meet tomorrow's challenges.

## FSIS REGULATORY IMPROVEMENT PROCESS

In 1981, the Department marked the 75th anniversary of the Meat Inspection Act of 1906. Since passage of that landmark law, meat and poultry inspection legislation has been implemented through an increasingly complex body of rules and regulations. Today, FSIS uses this network to carry out its central mission -- ensuring that meat and poultry produced in America and imported into this country is safe, wholesome, and properly packaged and labeled.

Although regulatory development is in the province of regulatory agencies, the regulations are written and issued in different economic, legal, and political contexts. Over the years, meat and poultry inspection regulations have been supplemented and revised to correspond with changes in the law, technology, scientific knowledge, industry practices, and modern methods of food marketing. Many amendments were proposed in response to newly discovered safety hazards, enforcement problems in the field, or petitions from consumer groups or industry associations. This approach usually focused on single or narrow issues to be responsive to particular issues, creating a certain amount of unintentional inconsistency and duplication in inspection regulations. The results point to a clear need for regulatory reform. In 1982, FSIS -- as well as every other Federal regulatory agency -- will reassess the traditional approaches to regulation and undertake meaningful reforms.

President Reagan's Executive Order 12291, "Federal Regulations," is an important impetus to the reform movement. It was designed to ensure well-reasoned and accountable regulations, with no undue burdens on any affected group. Essentially, the Order directs each agency to adopt procedures to improve rulemaking and to periodically review and revise existing regulations.

Regulatory review was initially ordered in 1974 by President Ford, who said that all major regulations must be reviewed for their "inflationary" (later, "economic") impact. Then, in an Executive Order entitled "Improving Government Regulations," President Carter required agencies to identify duplication and conflict, and open up the decisionmaking process to broad public involvement. The current Executive Order incorporates these objectives and emphasizes reviewing regulations for their potential impacts on industry and the economy.

The Order requires each agency to establish a timetable and priority list to review all its regulations. Those regulations having a major impact on the economy are subject to especially rigorous benefit/cost analyses. (A major rule, pursuant to Section 1(b)(1) of Executive Order 12291, is one that is likely to result in an annual effect on the economy of \$100 million or more.) This means FSIS must ask itself a number of tough questions, including: Is the regulation really needed? If so, can it be modified to reduce compliance costs? Can recordkeeping and paperwork be minimized?

Another important element of regulatory reform is the Regulatory Flexibility Act of 1980 that was implemented in January 1981. This law requires regulatory agencies to be more sensitive to the impacts of Federal regulations on "small entities," such as small businesses, private associations, and local governments. Therefore, FSIS is considering innovative ways regulations might be tailored in light of the unique characteristics of these small entities.

One method, called "tiering," adjusts the level of regulatory control to the size of the business being regulated without conflicting with health, safety or other regulatory objectives. This involves applying different standards for large and small entities, or imposing different requirements for each class. Exemptions and variances can be included in the regulation if certain of its requirements are inappropriate for small entities. The Agency, however, must be assured that all regulated products meet acceptable health and safety criteria.

The Act also calls for increased public participation in the rulemaking process. FSIS is currently working with the Small Business Administration and trade associations to compile a list of small entities. The list will be used to invite participation early in the rulemaking process. In addition, the Act mandates a regulations review, which is being carried out in concert with the review and analysis required under Executive Order 12291.

For FSIS, potential benefits of these calls for reform will be measured by the successful application of regulatory alternatives to traditional meat and poultry inspection. One alternative -- favored by many business executives, members of Congress, and State regulatory officials -- is a move away from detailed, prescriptive regulations, toward a more flexible, standard-setting approach. This approach encourages innovation and productivity in the private sector. Other regulatory alternatives include:

- Rather than restrict availability, allow distribution of products provided that their labels contain accurate information so that consumers can make their own decisions about their use.

- Minimize barriers to competition by regulating with an eye toward the special needs of the affected industries.

- Apply enforcement methods that use government resources more efficiently and reduce burdens of regulated industries and the public.

- Place greater reliance on industry's efforts to produce safe, wholesome products.

Under Executive Order 12291, the key test in developing any regulatory proposal is whether it generates greater net benefits overall. Regarding meat and poultry inspection, benefits and costs are considered in light of health and safety considerations, as well as economic ones.

FSIS has already implemented some important regulatory reforms. As a whole, the following examples are expected to yield significant cost savings to both industry and the Government:

-- In April 1979, the Agency required the use of Modified Traditional Inspection (MTI) of young chickens. This was issued as an emergency rule in partial response to a court-ordered standardization of slaughter line speeds nationwide. By the end of fiscal year 1980, MTI was fully implemented in plants with about 330 slaughter inspection lines, each of which requires three inspectors. All plants that formerly required four inspectors on an inspection line now have MTI, and they have been reduced to three inspectors per line as a standard operating procedure. With MTI, the Agency has realized an annual savings in manpower costs of nearly \$3 million, in that it resulted in the inspection of at least the same volume of young chickens with a reduction of more than 100 inspectors. Industry has realized a productivity increase, in that participating plants have been able to increase their line speeds by 30 percent -- from 54 to a new maximum of 70 birds a minute. Consideration is being given to extending adaptations of MTI to other classes of poultry.

-- FSIS implemented the total quality control program (TQC) to take advantage of techniques developed by industry in the last several decades. This is a voluntary program for the inspection of processed products. It ensures that a firm's products meet its own quality standards as well as USDA's inspection standards, and enables inspectors to carry out their job more efficiently. In addition, TQC allows a firm to use its own innovative approaches, providing the safety standards of its products are maintained.

-- Responding to petitions, FSIS now permits meat products traditionally cured with nitrite to be prepared without nitrite and sold under their common names. For example, the regulation provides that bacon prepared without nitrite be called "Uncured Bacon," with additional labeling to inform consumers of the nature of the product and ensure its safe handling. This informational approach replaced a previous labeling regulation that discouraged marketing of such products.

-- In July 1981, FSIS implemented new inspection staffing standards for the post-mortem inspection of cattle. This inspection modification has enabled some plants to increase their animal slaughter line speeds and thereby increase their production rates. The standards redistributed the inspection workforce more efficiently, by freeing approximately 40 inspectors for other assignments. This was accomplished with no loss in consumer protection.

-- To reduce the paperwork burden on industry, FSIS has reduced the frequency of reporting on one especially burdensome form, namely: "Processing Operations at Official Meat Establishments," MP Form 404. By reducing the reporting frequency from monthly to quarterly, a cost savings of about 91 percent will be realized that amounts to \$548,000 a year. This savings is shared by both Government and industry by \$160,000, and \$388,000 a year respectively. Industry also realized a 91 percent reduction in its burden of reporting, in that the time devoted to the paperwork will be reduced by 63,700 hours a year.

-- A Pilot project was initiated in FY 1981 in the MPI regions to decentralize label approval for selected products. This project is intended to reduce the turnaround time for label approval, and thereby clear the backlog of pending label approvals.

-- The Cabinet-level Task Force on Regulatory Relief, chaired by Vice President George Bush, sought grass root inputs from farm groups via mail in March 1981. Secretary of Agriculture John L. Block was the Task Force's principal contact with farm groups. The objective was to get "documentation of instances in which specific regulations could be changed in order to increase benefits or decrease costs, thereby generating greater net benefits overall."

One of the regulations being reviewed by the Task Force on Regulatory Relief is the FSIS "Standards and Labeling Requirements for Mechanically Processed (Species) Product (MP(S)P) and Products in which it is Used." Opposition to this regulation stems from the red meat industry. This industry contends that its failure to market products containing MP(S)P is due to regulatory requirements that go beyond what is necessary to protect the public.

The Department (FSIS) published a proposal to amend the MP(S)P regulations -- and urged the public to participate in this reevaluation -- (See the Federal Register, Friday July 31, 1981). This was determined to be a major regulation under the criteria of Executive Order 12291. It was the first major regulation published by USDA.

-- To further the cause of regulatory reform, the Federal Government is attempting to develop better and more complete estimates of the costs that its regulations impose on the economy. This will facilitate identification of those regulatory areas where reform would be most beneficial. It will require making cost estimates uniform, to the extent possible, by developing a common set of assumptions, cost elements and estimation procedures.

As a major step in developing these estimates, the Office of Management and Budget (OMB) and FSIS are jointly undertaking a pilot project to establish a regulatory cost accounting program for FSIS. This program will assemble dollar estimates of the annual cost (to industry, consumers, and government) of its regulations into a set of accounts. OMB is also working with two other agencies, the Department of Transportation (DOT) and the Environmental Protection Agency (EPA), to develop a similar program for parts of those agencies.

-- The FSIS is reviewing its existing regulations. In order to ensure a thorough review, the Agency will solicit comments on its regulatory review plan from industry; Federal, State and local governments; small businesses; consumers; and other interested parties. The review plan is intended to identify Agency regulations that may not be meeting the Departments' regulatory goals in the most efficient manner with the least possible cost to all affected parties. In FY 1982, those sections of this regulation and legislation dealing with exemptions will be reviewed and modifications

proposed that meet the objective of regulatory reform. Also in FY 1982, FSIS will review its regulations on its label review process, and focus on a number of expected accomplishments, including:

- °Publishing a proposal to partially decentralize the label approval process;
- °Maintaining a quality control program for label approvals;
- °Maintaining rescission policy, guidelines, and procedures for deficient labels;
- °Developing and issuing criteria that will relieve the burden of quality control requirements for the nutrition labeling of certain cooked sausage products without jeopardizing consumer interest; and
- °Maintaining a formal, structured process for appealing label disapprovals.







FY 1982 PROGRAM AREA PLAN FOR  
MEAT AND POULTRY INSPECTION OPERATIONS

PROGRAM LEADER: V. H. Berry

PROGRAM ABSTRACT:

Meat and Poultry Inspection Operations (MPIO) carries out the requirements of the Federal Meat Inspection Act and Poultry Products Inspection Act to (1) inspect the slaughter of certain domestic livestock and poultry and the processing of meat and poultry products, and (2) assure that meat and poultry products distributed to consumers are safe, wholesome, not adulterated, and honestly and informatively labeled. It is also responsible for assessing the effectiveness of State inspection programs to assure that States apply standards to meat and poultry under their jurisdiction that are at least equal to those applied under the Federal Meat Inspection Act and the Poultry Products Inspection Act.

MPIO is also responsible for review and enforcement activities designed to assure that both domestic and foreign meat and poultry operations are being carried out in a manner that is consistent with established legal and regulatory standards. It also carries out systematic nationwide monitoring of businesses engaged in interstate food marketing and distribution, reviews of foreign meat and poultry inspection systems, and activities to correlate the import inspection effort with U.S. standards.

PROGRAM GOALS:

1. Implement the use of objective criteria in reviewing foreign inspection systems that export meat and poultry products to the United States.
2. Develop and implement an automated system to support organization and staffing analyses of the MPI field workforce.
3. Develop a species monitoring component for the import inspection program.
4. Develop a system for review of the compliance activities of foreign inspection systems.
5. Develop a plan for altering the field structure by removing the area office level.

TABLE 2 - MEAT AND POULTRY INSPECTION OPERATIONS PROGRAM AREA:  
RESOURCES PLANNED FOR FY 1982

Program Activity	FY 1982 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Deputy Administrator, including Veterinary Attache <u>1/</u>	7	<u>2/</u>	235	<u>2/</u>
Program Management Support Staff	20	<u>2/</u>	637	<u>2/</u>
Office of the Assistant Deputy Administrator, Compliance and Staff Operations:	3	<u>2/</u>	101	<u>2/</u>
Compliance Division	107	<u>1</u>	3,418	<u>1</u>
Foreign Programs Division	33	<u>2/</u>	1,038	<u>2/</u>
Office of the Assistant Deputy Administrator, Inspection Operations:	5	<u>2/</u>	168	<u>2/</u>
Emergency Program Staff	3	<u>2/</u>	100	<u>2/</u>
Export Coordination Staff	5	<u>2/</u>	168	<u>2/</u>
Federal-State Relations Staff	6	<u>2/</u>	201	<u>2/</u>
Regional Operations	8,981	98	285,828	98
Total Program Area	9,170	100	291,894	100

1/ The Veterinary Attache resources are included as part of the Office of the Deputy Administrator.

2/ Less than one percent of total.

FY 1982 PROGRAM PLAN FOR THE  
VETERINARY ATTACHE TO THE  
EUROPEAN ECONOMIC COMMUNITY, MPIO

ACTIVITY LEADER: H. M. Steinmetz

ACTIVITY ABSTRACT:

The Veterinary Attache is responsible for the on-site presentation of the Meat and Poultry Inspection Program perspective and position on matters of mutual concern to FSIS regulatory officials and those of the European Economic Community (EEC) and its member States. In addition, the Veterinary Attache provides broad veterinary expertise for the U.S. diplomatic mission to the EEC, thus establishing a sound technical foundation for the consideration and resolution of issues of interest. The Veterinary Attache is also responsible for communication to and from FSIS on matters between the parties. Resources for this Activity are budgeted as part of the Office of the Deputy Administrator.

ACTIVITY OBJECTIVES:

1. Develop effective relationships with EEC and other officials to facilitate informal exchange of views and information.

Accomplishment 1: Establish and maintain an effective FSIS presence with veterinary and other officials in the EEC, member States, and other third countries.

Accomplishment 2: Carry out informal exchange of views and information necessary to forward the Agency objective of seeking to secure understanding with EEC officials in regards to its third country directive on red meat.

Accomplishment 3: Establish and maintain contacts with veterinary officials in member States so that issues between U.S. and individual countries can be resolved with minimum difficulty.

2. Provide technical expertise on veterinary issues of interest within the U.S. diplomatic mission, either through direct interpretation of technical data or through appropriate referral to other USDA veterinary officials.
3. Provide a communication link between USDA veterinary officials and those of the EEC.

Accomplishment 1: Interpret to EEC officials U.S. policies and program objectives in regard to laws and regulations on the export of livestock, meat and poultry and their products.

Accomplishment 2: Develop, evaluate and provide status reports on proposals made by U.S. and EEC officials to harmonize veterinary controls on livestock, meat and poultry products.

FY 1982 PROGRAM ACTIVITY PLAN FOR THE  
PROGRAM MANAGEMENT SUPPORT STAFF, MPIO

ACTIVITY LEADER: L. G. Skufe

ACTIVITY ABSTRACT:

This staff provides analytical and administrative support to MPI's leadership in areas of: resource analysis, program and management analysis, resource management planning and evaluation, and general management and administrative services.

ACTIVITY OBJECTIVE:

1. Conduct a resource analysis program of MPI's financial management condition and develop improved systems for overseeing the use of financial resources.

Maintenance Areas:

Accomplishment 1: Coordinate the preparation and submission of the MPI annual budget request.

Accomplishment 2: Allocate and monitor the status of funds assigned to MPI organizational units.

Accomplishment 3: Serve as the program focal point on matters associated with reimbursable practices and procedures.

Accomplishment 4: Coordinate the preparation and clearance of cooperative and reimbursable agreements.

Accomplishment 5: Coordinate review of State program budget requests.

Special Emphasis Areas:

Accomplishment 6: Develop and implement a system to capture travel costs by type of travel performed.

2. Conduct a resource analysis program of MPI's human resources, workforce utilization, and staffing requirements condition and develop improved methods for overseeing the use of human resources.

Maintenance Areas:

Accomplishment 1: Prepare analyses of human resource utilization and staffing practices.

Accomplishment 2: Monitor the impacts on staffing of implementation of new inspection procedures.

Accomplishment 3: Allocate and monitor personnel ceilings assigned to MPI organizational units.

Accomplishment 4: Monitor and forecast the effects of the demands for inspection service on MPI's staffing requirements.

Special Emphasis Areas:

Accomplishment 5: Integrate economic indicators concerning the meat and poultry industry with information concerning the demand for inspection service to improve MPI's short and long range workforce forecasting capability.

Accomplishment 6: Develop a management control and monitoring system to determine the adequacy and balance of the field structure--area and circuit levels.

Accomplishment 7: Finalize and issue program policy statement on the preparation, submission, maintenance, and approval requirements for circuit alignments.

Accomplishment 8: Develop a practitioner's handbook on applying MPI's human resource utilization policies and practices.

3. Conduct a resource management planning and analysis program of MPI's financial and human resources.

Maintenance Areas:

Accomplishment 1: Coordinate the development of MPI's operating alternatives and strategies to maximize assigned resources.

Accomplishment 2: Coordinate, develop, and maintain performance plans for SES executives and core or model standards for merit pay (GM) and GS employees.

Special Emphasis Areas:

Accomplishment 3: Develop and maintain contingency plans for reducing budget deficits.

Accomplishment 4: Identify and correlate data elements to support productivity indicators; monitor productivity indexes of selected MPI activities.

Accomplishment 5: Provide technical assistance in the development of the Workforce and Assignment Management Information System (WAMIS).

4. Conduct a program and management analysis program to assess the effectiveness and efficiency of MPI operations, and recommend improvements as appropriate.

Maintenance Areas:

Accomplishment 1: Coordinate and develop MPI's administrative policies, procedures, and requirements.

Accomplishment 2: Coordinate and develop MPI's position on proposed FSIS administrative policies and procedures.

Accomplishment 3: Provide analytical support to MPI divisions and staff concerning special program objectives and studies.

Special Emphasis Areas:

Accomplishment 4: Provide technical assistance to program effectiveness task force.

Accomplishment 5: Evaluate regional office internal administrative operating procedures to determine the feasibility for automating high volume information and data retrieval processes.

Accomplishment 6: Implement a surveillance and audit program to identify high overtime earners.

Accomplishment 7: Issue program policy statements on designation of Headquarters points for all assignments.

Accomplishment 8: Evaluate the time utilization survey data and issue a report.

Accomplishment 9: Develop and issue program policy statements on documentation requirements for ordered travel.

5. Provide general management advisory assistance and services to MPI field and Headquarters units:

Accomplishment 1: Administer MPI's Incentive Awards Program.

Accomplishment 2: Provide day-to-day administrative services (i.e., personnel, procurement, budget, finance, and EEO) to MPIO Headquarters units.

TABLE 3 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
PROGRAM MANAGEMENT SUPPORT STAFF, MPIO

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Analysis of Financial Condition		6.1	192.8
Accomplishment 1 - Coordinate Budget Request	Ongoing		
Accomplishment 2 - Status of Funds	Ongoing		
Accomplishment 3 - Reimbursable Practices and Procedures	Ongoing		
Accomplishment 4 - Coordinate Cooperative and Reimbursable Agreements	Ongoing		
Accomplishment 5 - Coordinate Review of State Budget Requests	Ongoing		
Accomplishment 6 - Develop System to Capture Travel Costs	I		
Objective 2 - Analysis of Human Resources, Workforce Utilization and Staffing Requirement Condition		2.2	72.1
Accomplishment 1 - Analyses of Human Resource Utilization	Ongoing		
Accomplishment 2 - Monitor Impact of New Inspection Procedures	Ongoing		
Accomplishment 3 - Allocate and Monitor Personnel Ceilings	Ongoing		
Accomplishment 4 - Monitor and Forecast the Effects of the Demands for Inspection on Staffing	Ongoing		
Accomplishment 5 - Integrate Economic Indicators with Demand for Inspection	II		
Accomplishment 6 - Collect Information on Field Structure	III		
Accomplishment 7 - Finalize Policy on Approval Requirements for Circuit Alignments	II		
Accomplishment 8 - Practitioner's Handbook on Resource Utilization	IV		

TABLE 3 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
PROGRAM MANAGEMENT SUPPORT STAFF, MPIO - Continued

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 3 - Analysis of Financial and Human Resources		1.1	33.6
Accomplishment 1 - Coordinate the Development of Operating Alternatives	Ongoing		
Accomplishment 2 - Maintain Performance Plans	Ongoing		
Accomplishment 3 - Maintain Contingency Plans	II		
Accomplishment 4 - Monitor Productivity Indexes	II		
Accomplishment 5 - Technical Assistance on WAMIS	Ongoing		
Objective 4 - Analysis Effectiveness and Efficiency of Operations		2.2	70.4
Accomplishment 1 - Develop MPI's Administrative Policies, Procedures	Ongoing		
Accomplishment 2 - Develop MPI's Position on FSIS Administrative Policies	Ongoing		
Accomplishment 3 - Analytical Support to Divisions and Staff	Ongoing		
Accomplishment 4 - Technical Assistance to Program Effectiveness Task Force	IV		
Accomplishment 5 - Program to Identify High Overtime Earners	I		
Accomplishment 6 - Designation of Headquarters Points	II		
Accomplishment 7 - Issue Program Policy Statements	Ongoing		
Accomplishment 8 - Time Utilization Survey Report	II		
Accomplishment 9 - Documentation for Ordered Travel	II		

TABLE 3 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
PROGRAM MANAGEMENT SUPPORT STAFF, MPIO - Continued

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 5 - Management Advisory Assistance	Ongoing	8.4	268.1
Accomplishment 1 - Incentive Awards Program			
Accomplishment 2 - Day-to-day Administra- tive Services			
TOTAL		20.0	637.0

FY 1982 PROGRAM ACTIVITY PLAN FOR  
THE OFFICE OF THE ASSISTANT DEPUTY ADMINISTRATOR  
FOR COMPLIANCE AND STAFF OPERATIONS, MPIO

ACTIVITY LEADER: M. L. Goodman

ACTIVITY ABSTRACT:

Compliance and Staff Operations (CSO) is responsible for review and enforcement activities designed to assure that both domestic and foreign meat and poultry operations are being carried out consistent with established legal and regulatory standards. These activities include periodic reviews and special studies, systematic nationwide monitoring for compliance of businesses engaged in interstate food marketing and distribution, reviews of foreign meat and poultry inspection systems, and efforts to correlate import inspection with U.S. standards. The Assistant Deputy Administrator for CSO coordinates management of the MPIO program activities for the Compliance Division and the Foreign Programs Division.

ACTIVITY OBJECTIVES:

1. Manage domestic review and enforcement activities to assure that operations are conducted in compliance with applicable laws and regulations.

Accomplishment 1: Oversee the orderly incorporation of Compliance Division activities into the MPIO structure.

Accomplishment 2: Coordinate, review, and adjust program activities carried out as part of the comprehensive systematic compliance program designed to monitor businesses in the food marketing and distribution system and to prevent violations of law and regulations.

Accomplishment 3: Oversee sensitive FSIS relationships with other elements of the Federal and State enforcement communities.

2. Maintain and coordinate activities designed to assure that meat and poultry inspection systems in countries eligible to export such products to the U.S. are at least equal to standards applied to the domestic program.

Accomplishment 1: Oversee the implementation of a system using objective criteria in the review of foreign inspection systems.

Accomplishment 2: Review and make necessary adjustments in the system for inspecting imported meat and poultry products to assure compliance with U.S. standards.

Accomplishment 3: Provide policy guidance on public reporting of the activities and accomplishments of the Foreign Meat Inspection Program.

3. Lead and coordinate selected special projects of current interest and priority within the Agency and the MPI program.

Accomplishment 1: Coordinate development of activities designed to increase systemic protection against threats to the integrity of the food supply, such as was posed by the Australian horsemeat incident.

TABLE 4 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
OFFICE OF THE ASSISTANT DEPUTY ADMINISTRATOR, CSO, MPIO

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Manage Ongoing Domestic Review and Enforcement Activities Accomplishment 1 - Integrate Compliance into MPIO Accomplishment 2 - Oversee Compliance Activities Accomplishment 3 - Advise and Oversee Relationships with Enforcement Officials	Ongoing	1.3	42.2
Objective 2 - Oversee Foreign Inspection Efforts Accomplishment 1 - Objective Criteria in Review of Foreign Systems Accomplishment 2 - Import Inspection Program Accomplishment 3 - Annual Report	Ongoing	1.2	42.0
Objective 3 - Special Projects Accomplishment 1 - Response to Horsemeat Incident	Ongoing	.5	16.8
TOTAL		3.0	101.0

FY 1982 PROGRAM ACTIVITY PLAN FOR  
THE COMPLIANCE DIVISION, CS, MPIO

ACTIVITY LEADER: R. W. Gonter

ACTIVITY ABSTRACT:

The Compliance Division provides nationwide monitoring of the effectiveness of FSIS programs through periodic reviews and special studies, and through systematic nationwide monitoring of businesses engaged in interstate food marketing and distribution. The Division detects and documents statutory violations and assures that appropriate remedies or sanctions are effected. The Division also controls violative products through detentions, civil seizures, and voluntary recalls. Additionally, the Division cooperates with States in the development of compliance programs for intrastate products and businesses and monitors State and import inspection and compliance programs to assure that they meet Federal specifications. The Division issues letters of warning and refers reports and recommendations to the Office of the General Counsel, Justice Department, or other appropriate officials for criminal/civil/administrative action. This function requires the development and maintenance of contacts with appropriate enforcement groups.

ACTIVITY OBJECTIVES:

1. Conduct comprehensive, systematic compliance programs to monitor businesses engaged in marketing and distribution of food products and to prevent violations of law and regulations.

Accomplishment 1: Detect and document 500 statutory or regulatory violations and refer findings to appropriate officials for action.

Accomplishment 2: Carry out detentions and seizures, administer voluntary recalls and take other actions to control violative products. Based on past trends, approximately 6,000,000 pounds of product will be detained in 600-700 detention actions, and there will likely be about 6 requests for recalls.

Accomplishment 3: Cooperate with States in the development of compliance programs for intrastate products and businesses, and monitor four State compliance programs to assure they meet Federal requirements.

Accomplishment 4: Carry out 30,000 compliance reviews of operations in the food and allied industries.

Accomplishment 5: Develop and maintain contacts with appropriate enforcement groups.

2. Recommend appropriate action on the Office of Inspector General (OIG), FSIS, or other violation reports and issue referrals to OIG, Department of Justice (through the Office of the General Counsel), or other appropriate officials.

Accomplishment 1: Follow up on actions resulting from enforcement activities to assure appropriate remedies or sanctions are effected. Based on past trends, this will result in approximately 600 warning letters, 4 inspection withdrawals, and 150 referrals for criminal, civil or administrative action.

Accomplishment 2: Maintain close liaison with the Office of the General Counsel.

Accomplishment 3: Monitor consistency and clarity of case documentations and recommend improvements.

TABLE 5 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
COMPLIANCE DIVISION, CS, MPIO

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Monitor Industry Compliance		97	3,083
Accomplishment 1 - Violation Detection	IV		
Accomplishment 2 - Violation Products Control	IV		
Accomplishment 3 - State Programs Monitoring	IV		
Accomplishment 4 - Allied Industry Review	IV		
Accomplishment 5 - Regulatory Liaison Maintenance	Ongoing		
Objective 2 - Case Action		10	335
Accomplishment 1 - Sanctions Initiation	IV		
Accomplishment 2 - OGC Liaison Maintenance	Ongoing		
Accomplishment 3 - Case Quality Monitoring	Ongoing		
TOTAL		107	3,418

FY 1982 PROGRAM ACTIVITY PLAN FOR THE  
FOREIGN PROGRAMS DIVISION, CS, MPIO

ACTIVITY LEADER: G. Clark, Acting

ACTIVITY ABSTRACT:

This Division contributes to the overall program objectives of assuring that imported meat and poultry products are wholesome, properly labeled and otherwise meet U.S. requirements. This is accomplished by conducting reviews of foreign meat and poultry inspection systems, and by correlating the U.S. import inspection program so that inspection requirements are applied uniformly at all ports of entry to the United States.

ACTIVITY OBJECTIVES:

1. Assure that the laws, regulations, inspection procedures, staffing, and certified plants of foreign meat and poultry inspection systems in 47 countries currently eligible to export meat and/or poultry products to the U.S. are at least equal to those applied in the United States.

Accomplishment 1: Conduct approximately 2,900 inspections of the 1,150 certified plants currently authorized to export to the United States.

Accomplishment 2: Evaluate foreign meat and poultry inspection laws and regulations.

Accomplishment 3: Prepare the annual report to Congress on Foreign Meat Inspection.

2. Review the inspection of imported meat and poultry to assure compliance with U.S. requirements.

Accomplishment 1: Correlate the inspection of approximately 2.3 billion pounds of imported meat and poultry products with inspection requirements as applied to domestic products.

3. Complete development and implementation of more objective criteria for reviews of foreign meat and poultry inspection systems.

Accomplishment 1: Increase the product compliance responsibility of countries exporting meat and poultry to the United States by establishing onsite plant reviews, with the frequency of review based on historical risk profiles of the foreign country's inspection system.

Accomplishment 2: Implement the revised review frequencies.

Accomplishment 3: Develop a system to assess the public health significance of chemical residues in imported meat and poultry, as monitored by the import inspection system.

TABLE 6 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
FOREIGN PROGRAMS DIVISION, CS, MPIO

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Review Certified Foreign Meat/Poultry Systems		28.2	887.3
Accomplishment 1 - Review Plants	Ongoing		
Accomplishment 2 - Evaluate Laws and Regulations	Ongoing		
Accomplishment 3 - Prepare Yearly Report	II		
Objective 2 - Correlate Import Inspection at U.S. Ports of Entry	Ongoing	1.1	33.4
Accomplishment 1 - Review Import Inspection			
Objective 3 - Implement Changes to Review of Foreign Systems	Ongoing	3.7	117.3
Accomplishment 1 - Risk Profile			
Accomplishment 2 - Review Procedures			
Accomplishment 3 - Chemical Residues			
TOTAL		33.0	1,038.0

FY 1982 PROGRAM ACTIVITY PLAN FOR THE  
OFFICE OF THE ASSISTANT DEPUTY ADMINISTRATOR  
FOR INSPECTION OPERATIONS, MPIO

ACTIVITY LEADER: R. J. Prucha

ACTIVITY ABSTRACT:

Inspection Operations (IO) is responsible for the conduct of ante-mortem and post-mortem inspection of meat and poultry and their processed products intended for human consumption. In addition, Inspection Operations monitors product labels for accuracy, facilities and individuals for compliance with legal orders, and State inspection programs for standards equal to those of Federal inspection. These activities are carried out by a network of five regional offices, subordinate areas, and inspection circuits. The Assistant Deputy Administrator for Inspection Operations coordinates management of the MPIO program activities for the Federal-State Relations Staff, Export Coordination Staff, Emergency Program Staff, and Regional Operations.

ACTIVITY OBJECTIVES:

1. Maintain and coordinate a nationwide program for the inspection of meat and poultry products by providing administrative and technical direction/support to five regional offices.
2. Complete the implementation of the field realignment.

Accomplishment 1: Complete all staffing changes associated with the realignment.

Accomplishment 2: Evaluate and develop an action plan for handling work overloads at the slaughter Inspector-in-Charge (IIC) level.

Accomplishment 3: Monitor Regional administration of realignment guidelines.

3. Develop an objective system for assessing the effectiveness of the domestic meat and poultry inspection program.

Accomplishment 1: Develop a system of indicators which will show the status and quality of the program.

Accomplishment 2: Develop and field test a revised in-plant review form.

4. Complete implementation of revised swine post-mortem inspection procedures.

Accomplishment 1: Complete training of inspection personnel in plants not impacted by revised standards.

Accomplishment 2: Evaluate personnel and inspection results in impacted plants.

Accomplishment 3: Implement a system for reassignment of inspection personnel affected by revised inspection standards.

5. Improve uniformity of slaughter and processing inspection procedures and practices.

Accomplishment 1: Schedule, provide support for, and conduct two correlation meetings and six conference calls per year with regional staff officers for red meat and poultry slaughter.

Accomplishment 2: Schedule, provide staff support for, and carry out two correlation meetings and six conference calls per year with regional staff officers for processing.

Accomplishment 3: Place emphasis on turkey leg edema dispositions and poultry line speed uniformity.

TABLE 7 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
OFFICE OF THE ASSISTANT DEPUTY ADMINISTRATOR, IO, MPIO

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Co-ordinate Nationwide Meat and Poultry Inspection Program	Ongoing	2.0	68.7
Objective 2 - Complete Field Realignment	Ongoing	.5	16.6
Accomplishment 1 - Staffing Changes			
Accomplishment 2 - Plans for Handling Work Overloads			
Accomplishment 3 - Monitor Regional Administration			
Objective 3 - Develop System for Assessing MPI Domestic Program	Ongoing	1.0	33.0
Accomplishment 1 - Develop System of Indicators			
Accomplishment 2 - Develop Revised In-Plant Review Form			
Objective 4 - Implement Revised Swine Post-Mortem Procedures	Ongoing	.5	16.8
Accomplishment 1 - Train Personnel			
Accomplishment 2 - Evaluate Results			
Accomplishment 3 - Develop System for Re-Assignment			
Objective 5 - Improve Uniformity of Inspection	Ongoing	1.0	33.5
Accomplishment 1 - Correlation with Regional Slaughter Staff			
Accomplishment 2 - Correlation with Regional Processing Staff			
Accomplishment 3 - Emphasize Turkey Leg Edema and Poultry Line Speeds			
TOTAL		5.0	168.0

FY 1982 PROGRAM ACTIVITY PLAN FOR THE  
EMERGENCY PROGRAM STAFF, IO, MPIO

ACTIVITY LEADER: G. Clark

ACTIVITY ABSTRACT:

This staff coordinates the FSIS response to emergency situations affecting the acceptability of meat and poultry products for human consumption. Emphasis is directed to situations where meat and poultry products are contaminated with drug or chemical residues, other adulterants or microbial contamination that would require the recall of affected products. The Emergency Program Staff is a focal point for reporting all contamination problems identified by MPI field personnel (domestic and import), other FSIS programs, other Federal and State Government agencies and industry. This staff also directs and coordinates FSIS Contamination Response System (CRS) teams, which provide expertise in resolving emergency contamination problems, and provides guidance to MPI field personnel in determining the critical nature of contamination situations.

ACTIVITY OBJECTIVES:

1. Carry out the responsibilities of Inspection Operations as it responds to residue violations.

Accomplishment 1: Coordinate activity of CRS team on every residue finding which meets CRS criteria.

Accomplishment 2: Correlate MPIO field activities in the residue programs to assure they are uniform and appropriate.

Accomplishment 3: Prepare and distribute a directive which will provide guidance and outline procedures involved in the residue program. Guidance will include statement of FSIS policy on when to request product recalls.

2. Improve CRS Activities.

Accomplishment 1: Review what residue findings are covered by CRS.

Accomplishment 2: Cooperate with FDA and EPA in establishing contact within State government for reporting of residue problems.

Accomplishment 3: Prepare plans for CRS "War-room".

Accomplishment 4: Complete a document which explains CRS and sets forth responsibilities.

Accomplishment 5: Present plan for a field trial of CRS response to "Action Condition."

3. Establish system for responding to food contamination problems other than residues.

Accomplishment 1: Establish guidelines for triggering response.

Accomplishment 2: Coordinate the team in establishing responsibilities and procedures.

Accomplishment 3: Coordinate response to problems, including making determinations about whether voluntary recall is appropriate.

4. Plan and develop proposal for automated systems needed for CRS and MPIO case response.

Accomplishment 1: Present proposal to integrate automated records system needed for Action Response into Science System 3000.

Accomplishment 2: Develop automated cost accounting system.

TABLE 8 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
EMERGENCY PROGRAM STAFF, IO, MPIO

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Respond to Residue Violations		1.2	40.1
Accomplishment 1 - Coordinate CRS Team Activity	Ongoing		
Accomplishment 2 - Correlate MPIO Field Activities	Ongoing		
Accomplishment 3 - Prepare Program Directive	IV		
Objective 2 - Improve CRS Activities		.6	20.0
Accomplishment 1 - Review Findings	Ongoing		
Accomplishment 2 - Federal/State Liaison	Ongoing		
Accomplishment 3 - Plan CRS War-Room	III		
Accomplishment 4 - Prepare Explanatory Material	II		
Accomplishment 5 - Plan for Field Trial of CRS	II		
Objective 3 - Develop System for Other Contamination Problems		.9	30.0
Accomplishment 1 - Establish Guidelines	I		
Accomplishment 2 - Coordinate Development of Responsibilities and Procedures	Ongoing		
Accomplishment 3 - Coordinate Response to Problems	Ongoing		
Objective 4 - Develop Proposal for Automated Systems	III	.3	9.9
Accomplishment 1 - Integrated Systems Proposal			
Accomplishment 2 - Develop Automated Cost Accounting System			
TOTAL		3.0	100.0

FY 1982 PROGRAM ACTIVITY PLAN FOR THE  
EXPORT COORDINATION STAFF, IO, MPIO

ACTIVITY LEADER: W. Leary

ACTIVITY ABSTRACT:

The Staff is responsible for providing assistance to the U.S. meat and poultry industry in meeting the exporting requirements of foreign markets and for holding discussions with foreign governmental officials at home and abroad concerning requirements which differ from those of the U.S. The Staff identifies and analyzes foreign inspection requirements in terms of comparability with U.S. standards and procedures. Foreign requirements are disseminated to inspection personnel and to potential exporting firms. Interpretation of foreign standards is provided to FSIS personnel, individual establishments, and industry organizations as a means of facilitating the export of U.S. products. The Staff also is responsible for coordinating and evaluating the export certification program through periodic reviews of field export procedures.

ACTIVITY OBJECTIVES:

1. Enter into discussions with foreign officials to reduce restrictions on the export of U.S. meat and poultry product to those countries and encourage foreign officials to accept U.S. inspection procedures.

Accomplishment 1: In conjunction with Veterinary Attache, develop a statement of equivalency between inspection requirements of the European Economic Community and the United States.

Accomplishment 2: Meet with foreign government officials to discuss the interpretation and correlation of inspection requirements.

Accomplishment 3: Develop, update, and disseminate current information on the requirements of foreign countries governing their import of U.S. meat and poultry products.

2. Coordinate the export certification process in MPIO Regions to assure the uniform application of foreign requirements.

Accomplishment 1: Maintain current lists of U.S. establishments certified to export to foreign countries.

Accomplishment 2: Consult with meat and poultry industry organizations to explain export certification requirements and resolve conflicts in interpretation.

Accomplishment 3: Serve as a resource for plant management officials, U.S. export firms, and MPIO field personnel to assist in compliance with foreign export requirements.

Accomplishment 4: Evaluate export certification program in the U.S. by periodic reviews of field export procedures.

3. Maintain liaison with U.S. Government agencies (e.g., Animal and Plant Health Inspection Service, Foreign Agriculture Service, State Department) to identify export opportunities for U.S. meat and poultry products.

Accomplishment 1: Correlate information about export opportunities and foreign country requirements with U.S. inspection program.

4. Schedule, plan and coordinate reviews of U.S. plants by foreign officials.

Accomplishment 1: Draft and confirm itineraries with all concerned parties.

Accomplishment 2: Accompany foreign officials on plant reviews.

Accomplishment 3: Disseminate report information and file corrective actions.

TABLE 9 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
EXPORT COORDINATION STAFF, IO, MPIO

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Provide Liaison with Foreign Officials	Ongoing	.5	16.7
Accomplishment 1 - U.S. Equivalency with EEC			
Accomplishment 2 - Obtain Foreign Import Requirements			
Accomplishment 3 - Disseminate Export Requirements			
Objective 2 - Coordinate Export Certification	Ongoing	2.0	67.3
Accomplishment 1 - Certified U.S. Establishments			
Accomplishment 2 - U.S. Industry Organizations			
Accomplishment 3 - Liaison with U.S. Plant Management			
Accomplishment 4 - Export Certification Program			
Objective 3 - Liaison with U.S. Agencies	Ongoing	.5	16.7
Accomplishment 1 - Export Opportunities			
Objective 4 - Conduct Plant Reviews with Foreign Officials	Ongoing	2.0	67.3
Accomplishment 1 - Confirm Itineraries			
Accomplishment 2 - Accompany Foreign Officials			
Accomplishment 3 - Disseminate and File Reports			
TOTAL		5.0	168.0

FY 1982 PROGRAM ACTIVITY PLAN FOR THE  
FEDERAL-STATE RELATIONS STAFF, IO, MPIO

ACTIVITY LEADER: J. L. Blair

ACTIVITY ABSTRACT:

This unit provides leadership and technical assistance to MPIO Regional Directors and State officials in States conducting inspection programs for meat and poultry products that will be sold only within the State. Such State intrastate inspection programs must be "at least equal" to the Federal system. To determine the continuing adequacy of State programs in maintaining at least equal programs, State laws and regulations, appropriations, staffing and enforcement, and plants are reviewed on a continuing basis. This unit coordinates policy interpretation for custom-exempt operations, caterers, retailers and similar operations; plans, directs and coordinates IO health and safety programs; and participates in developing training courses in health and safety for supervisors and managers within the program.

ACTIVITY OBJECTIVES:

1. Coordinates the reviews and analyses of State inspection programs to assure that State governments meet the "at least equal to" provisions of the meat and poultry inspection laws.

Accomplishment 1: Revise MPI Directive 910.1 to include revised Federal plant review form and glossary of terms and a new sampling plan currently being developed for purpose of reducing staff years required to conduct State certification reviews.

Accomplishment 2: Meet with State program directors at regional and/or national meetings to coordinate uniform application of inspection requirements.

Accomplishment 3: Conduct management and program assessments of State inspection programs, including some on-site reviews.

Accomplishment 4: Revise MPI Directive 915.2 concerning procedures involved in the designation of State programs.

Accomplishment 5: Develop a computerized system for recording certification data.

Accomplishment 6: Expand the system for maintaining statistical data on State programs.

2. Inform MPIO management about applicable sections of the Department's health and safety program, including statistics on injuries and accidents within Inspection Operations.

Accomplishment 1: Review approximately 1,400 reports of MPIO employee health programs, first aid treatment, inplant and motor vehicle accidents; distribute a national MPIO health/safety report to MPIO management and regional offices.

Accomplishment 2: Coordinate and participate in a training program to inform all MPIO employees of on-the-job accident prevention procedures and safe working practices.

3. Assure that MPIO field staff and State program directors are given the opportunity to comment on proposed changes in Federal rules, regulations, and procedures issued in the form of MPI bulletins, directives, and inspection and training procedures.

Accomplishment 1: Distribute, receive, review and coordinate comments for consideration when final decisions are made (160-175 per year).

4. Carry out special projects as assigned: FOIA, FEMA, Privacy Act.

TABLE 10 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
FEDERAL-STATE RELATIONS STAFF, IO, MPIO

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Maintain State Review System		2.3	76.4
Accomplishment 1 - MPI Directive 910.1	II		
Accomplishment 2 - Meet with State Directors	Ongoing		
Accomplishment 3 - On-site Assessments	Ongoing		
Accomplishment 4 - Revise MPI Directive 915.2	IV		
Accomplishment 5 - Computer System for Certification Data	III		
Accomplishment 6 - Expand System for Maintaining Statistical Data	I		
Objective 2 - Maintain Health/Safety Program	Ongoing	2.5	84.4
Accomplishment 1 - National Report			
Accomplishment 2 - Training Program			
Objective 3 - Maintain System for Input Regarding Federal Rule and Procedure Changes	Ongoing	.6	20.1
Accomplishment 1 - Coordinate Inputs			
Objective 4 - Special Projects	Ongoing	.6	20.1
TOTAL		6.0	201.0

FY 1982 PROGRAM ACTIVITY PLAN FOR  
REGIONAL OPERATIONS, IO, MPIO

ACTIVITY LEADER: W. S. Horne

ACTIVITY ABSTRACT:

Inspection activities of MPIO are administered through five regional offices (Alameda, CA; Dallas, TX; Des Moines, IA; Atlanta, GA; and Philadelphia, PA). Each Regional Director plans, provides leadership and coordinates programs and activities within the region for the inspection of meat and poultry products. This program includes (a) ante-mortem and post-mortem inspection; (b) processed products inspection including quality control inspection; (c) control of inedible and condemned products; (d) security requirements to maintain integrity of products; (e) moisture control; (f) humane slaughter; (g) application of criteria and findings and scientific and technical staffs relating to plant approval, facilities, equipment, sanitation, labeling, marking, packaging, pathology, microbiology, toxicology, chemistry, residues, blueprints, water, etc.; (h) cooperative activities with States to develop and maintain State Inspection programs "equal to" the Federal program; and (i) annual surveys of State inspection programs. The Regional Director grants, refuses, suspends, or withdraws inspection service to meat and poultry establishments, provides voluntary inspection and certification services for edible products not subject to the Federal meat inspection laws, and certifies meat and poultry products for use as animal food.

ACTIVITY OBJECTIVES:

1. Maintain a mandatory, nationwide program for the inspection of meat and poultry products intended for human consumption.

Accomplishment 1: Provide inspection service to meat and poultry slaughtering and processing plants.

Accomplishment 2: Issue withdrawals or temporary suspensions from inspection, changes in plant status, ownership, or other significant modifications to the basic grant.

Accomplishment 3: Participate in meetings with industry, consumer groups, and educational institutions to discuss program policy and requirements.

Accomplishment 4: Carry out appropriate interagency liaison activities.

Accomplishment 5: Participate with industry representatives and FSIS personnel in testing new or revised inspection procedures.

Accomplishment 6: Provide and give increased emphasis, direction and supervision to plant improvement programs.

2. Oversee supervision of the inplant inspection system.

Maintenance Areas:

Accomplishment 1: Regional Office staff will conduct at least quarterly work unit meetings with area supervisors.

Accomplishment 2: Area supervisors will conduct at least quarterly work unit meetings with circuit supervisors.

Accomplishment 3: Circuit supervisors will conduct semi-annual work unit meetings with inspectors-in-charge.

Accomplishment 4: The Regional Director or Deputy Regional Director will attend at least one work unit meeting with circuit supervisors in each area per year. Other regional staff officials will attend at least two work unit meetings with circuit supervisors in each area per year.

Accomplishment 5: Regional staff specialists (slaughter and processing) will conduct annual correlation meetings with area and circuit supervisory personnel.

Accomplishment 6: Regional staff officers will conduct inplant reviews to assess the effectiveness and uniformity of application of the following activities in at least five percent of each area's federally inspected plants per year:

- a. Ante-mortem and post-mortem inspection and disposition.
- b. Processing inspection.
- c. Partial and Total Quality Control inspection programs.
- d. Moisture control programs for poultry.
- e. Programs using acceptable quality level inspection.

Accomplishment 7: Manage the residue sampling program consisting of sample collection, shipment to testing laboratories, followup actions as directed by headquarters and documentation of associated costs.

Accomplishment 8: Maintain and monitor (as directed by headquarters) an onsite, inspector-administered swab test to detect antibiotic chemical residues in dairy cattle.

Accomplishment 9: As directed by headquarters, participate with Processed Products Inspection Division in the evaluation and approval of total and partial quality control programs.

Accomplishment 10: Circuit supervisors will visit each Inplant Performance System 11 times per year to review conformance with established procedures and policies, determine the cause of any performance deficiencies and formulate corrective actions with the inspector in charge.

Accomplishment 11: Each circuit supervisor will conduct annually a comprehensive review of each plant. At least 20 percent of these reviews should be completed each quarter.

#### Special Emphasis Areas:

Accomplishment 12: Regional Processing Staff Officers and Quality Control Specialists will provide advice, counsel and assistance to plants initiating a total quality control (TQC) program. These plants will be visited at least semi-annually to monitor the effectiveness and application of their approved quality control plan.

3. Provide technical advice and financial assistance to State inspection programs. Monitor State programs to assure consistency with Federal standards and effective utilization of resources.

#### Maintenance Areas:

Accomplishment 1: Monitor the "equal to" status of State programs in accordance with the provisions of MPI Directive 910.1.

Accomplishment 2: Regional directors or deputy directors will meet with the State officials of each State at least annually.

Accomplishment 3: On a quarterly basis, area supervisors will meet with State program officials to assess program effectiveness.

Accomplishment 4: Regional directors and area supervisors will review and make recommendations on State budgets and assess the progress towards implementing recommendations for cost avoidance/reduction.

4. Coordinate the management of assigned resources (i.e., people, dollars, materials).

#### Maintenance Areas:

Accomplishment 1: Provide resources for inspection service to all plants operating under Federal inspection.

Accomplishment 2: Evaluate on a monthly basis the need for staffing changes as a result of industry and program changes.

Accomplishment 3: Maintain a vacancy rate of inplant processing inspectors of less than 15 percent in each region.

Accomplishment 4: Evaluate on a monthly basis the use of assigned funds to support the accomplishment of program inspection priorities.

5. Provide leadership and direction for several personnel and general management programs.

Maintenance Areas:

Accomplishment 1: Conduct and maintain an effective regional Equal Employment Opportunity program; prepare a formal action plan for FY 1982 identifying local problems and proposed solutions to those problems. Schedule regional EEO committee meetings at least three times annually.

Accomplishment 2: Conduct and maintain an effective regional labor management program in accordance with Agency guidelines and Executive Orders.

Accomplishment 3: Conduct and maintain an effective regional safety and health program in accordance with published guidelines, Executive Orders, and the Occupational Safety and Health Act of 1970.

Special Emphasis Areas:

Accomplishment 4: Negotiate appropriate agreements with labor within 90 days after final approval of the field realignment plan.

Accomplishment 5: Provide training sessions for supervisors within 90 days following approval of the negotiated agreement.

TABLE 11 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
REGIONAL OPERATIONS, IO, MPIO

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity	Resources
		Person- Years	Dollars (000)
Objective 1 - Conduct a Regional Inspection Program	Ongoing	8,357	265,985
Accomplishment 1 - Provide Inspection Service			
Accomplishment 2 - Grant and Suspend Service			
Accomplishment 3 - Present Program Policy			
Accomplishment 4 - Liaison with Other Agencies			
Accomplishment 5 - Test New Procedures			
Accomplishment 6 - Plant Improvement Programs			
Objective 2 - Oversee Supervision of the Inplant Inspection System	Ongoing	314	9,988
Accomplishment 1 - Work Unit Meetings - Area			
Accomplishment 2 - Work Unit Meetings - Circuit			
Accomplishment 3 - Work Unit Meetings - IIC			
Accomplishment 4 - Regional Director Meetings with Circuit Supervisors			
Accomplishment 5 - Correlation Meetings			
Accomplishment 6 - Uniformity of Procedures			
Accomplishment 7 - Residue Program			
Accomplishment 8 - STOP Program			
Accomplishment 9 - QC Program Approvals			
Accomplishment 10 - Review of Inplant Systems			
Accomplishment 11 - Annual Comprehensive Reviews			
Accomplishment 12 - Monitor TQC Programs			

TABLE 11 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
REGIONAL OPERATIONS, IO, MPIO - Continued

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 3 - Provide Assistance to State Programs	Ongoing	40	1,274
Accomplishment 1 - Monitor "Equal To" Status			
Accomplishment 2 - Meet with State Officials			
Accomplishment 3 - Area Supervisors Meet with State Officials			
Accomplishment 4 - State Budget Reviews			
Objective 4 - Manage Assigned Resources	Ongoing	90	2,849
Accomplishment 1 - Provide Staff Resources			
Accomplishment 2 - Plan Staffing Changes			
Accomplishment 3 - Inplant Vacancy Rate			
Accomplishment 4 - Fund Utilization			
Objective 5 - Maintain Personnel and General Management Programs	Ongoing	180	5,732
Accomplishment 1 - EEO Program			
Accomplishment 2 - Regional Labor/Management Program			
Accomplishment 3 - Safety and Health Program			
Accomplishment 4 - Negotiate Field Realignment Agreement			
Accomplishment 5 - Field Realignment Training			
TOTAL		8,981	285,828







FY 1982 PROGRAM AREA PLAN  
FOR MEAT AND POULTRY INSPECTION  
TECHNICAL SERVICES

PROGRAM LEADER: M. A. Nelson

PROGRAM ABSTRACT:

Meat and Poultry Inspection Technical Services (MPITS) is responsible for a broad range of functions in support of the inspection program. These functions include: (1) developing procedures for inspecting livestock, poultry, and their processed products; (2) coordinating the development of facility, equipment, and sanitation requirements; (3) assessing the food safety and public health implications of emerging agricultural practices and technology; (4) developing inspection work standards; (5) providing data/information to meat and poultry inspection management and other users; (6) developing training materials and delivery of training to inspection personnel; (7) developing meat and poultry product standards; and (8) carrying out label approval and labeling policy development functions to assure that meat and poultry product labels are truthful and not misleading. The Deputy Administrator for Meat and Poultry Inspection Technical Services manages meat and poultry inspection program activities for the following Divisions: Facilities, Equipment and Sanitation; Industrial Engineering and Data Management; Processed Products Inspection; Program Training; Slaughter Inspection Standards and Procedures; Technology Assessment; and Standards and Labeling.

PROGRAM GOALS:

1. Continue the development of inspection procedures that are less manpower intensive without reducing consumer protection.
2. Support the implementation of total quality control (TQC) in meat and poultry processing plants by providing: (a) policy support that will continue to provide industry and program direction; (b) work measurement support that will monitor implementation effectiveness; and (c) QC training for meat and poultry inspectors and supervisors.
3. Develop methods and means to streamline label approval procedures and develop, maintain and publish product standards and labeling requirements.
4. Provide for the review of blueprints and specifications for both facilities and equipment for meat and poultry plants.
5. Develop the Technology Assessment function to better respond to FSIS needs.

6. Oversee development of meat and poultry regulations seeking ways to reduce the regulatory burden without jeopardizing program responsibility.
7. Oversee ADP activities throughout the inspection program so that requests are serviced in an economical manner.
8. Provide support for the U.S. position in Codex Alimentarius activities relating to processed meat and poultry, food labeling, and meat hygiene.

TABLE 12 - MEAT AND POULTRY INSPECTION  
TECHNICAL SERVICES PROGRAM AREA:  
RESOURCES PLANNED FOR FY 1982

Program Activity	FY 1982 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Deputy Administrator	11	6	600	8
Facilities, Equipment, and Sanitation Division	23	12	1,010	14
Industrial Engineering and Data Management Division	35	18	1,544	21
Processed Products Inspection Division	25	13	878	12
Program Training Division	37	19	1,566	22
Slaughter Inspection Standards and Procedures Division	15	8	637	9
Standards and Labeling Division	41	21	893	12
Technology Assessment Division	5	3	183	2
Total Program Area	192	100	7,311	100

FY 1982 PROGRAM ACTIVITY PLAN FOR THE  
FACILITIES, EQUIPMENT, AND SANITATION DIVISION, MPITS

ACTIVITY LEADER: B. T. Woods

ACTIVITY ABSTRACT:

The Facilities, Equipment, and Sanitation Division (FESD) is primarily responsible for (1) the review, approval and/or disapproval of blueprints and specifications of meat and poultry facilities to determine if design, sanitation, and construction comply with current sanitary standards; (2) the review of prints of drawings and parts material lists pertaining to equipment and accepting, rejecting, or identifying modifications needed to render the equipment acceptable based on this review and experimental installation in the plant environment; (3) the review of sanitation, pest control and water conservation programs and policies; (4) the development of regulations, standards, and guidelines pertaining to facilities, equipment, and sanitation; and (5) acting as a resource to other MPI units on engineering questions concerning building materials, construction, plumbing, lighting, ventilation, refrigeration, condensate, and electrical safety.

ACTIVITY OBJECTIVES:

1. Facilities and equipment review.

Accomplishment 1: Review an estimated 2,800 sets of prints and specifications.

Accomplishment 2: Review an estimated 1,760 prints and parts material lists for equipment.

Accomplishment 3: Achieve a maximum turnaround time of 10 days on prints, specifications, and parts material lists.

Accomplishment 4: Achieve a maximum turnaround time of 5 days on all correspondence concerning facilities, equipment, sanitation, and engineering.

2. Review and evaluate new or revised microbiological control and monitoring programs and sanitation programs in heat process areas of meat and poultry production. These programs are used in lieu of midshift cleanup.

Accomplishment 1: Review and evaluate 100 programs.

Accomplishment 2: Achieve a maximum turnaround time of 10 days on programs.

Accomplishment 3: Achieve a maximum turnaround time of 5 days on correspondence.

3. Review and evaluate the sanitation parts of Total Quality Control programs.

Accomplishment 1: Review and evaluate 50 sanitation control programs.

Accomplishment 2: Achieve a maximum turnaround time of 5 days on sanitation control programs.

Accomplishment 3: Achieve a maximum turnaround time of 5 days on correspondence.

4. Develop regulations, standards, and guidelines for facilities, equipment, and sanitation.

Accomplishment 1: Prepare and publish three times per year an agricultural publication entitled "Accepted Meat and Poultry Equipment (MPI-2)." This publication lists equipment that has been accepted for use in federally inspected meat and poultry plants and also contains conditions of use established at the time of acceptance of the equipment.

Accomplishment 2: Develop a presentation on condensate elimination supported by examples of documented inplant performance. This will be presented to plant management, consulting engineers, refrigeration equipment manufacturers, and inspection personnel.

Accomplishment 3: Develop a video tape presentation regarding condensate elimination to be used as a training aid for the inspection force as well as a presentation to make industry aware of solutions to the condensate problem even though they have not attended a "live" presentation on condensate.

Accomplishment 4: Develop a paper on condensate to be published in professional refrigeration journals to explain technical background and philosophy of condensate elimination in meat and poultry plants.

Accomplishment 5: Define the range of required seeing tasks in slaughter plants for all species, and establish ranges of lighting characteristics that will accommodate the requirements.

Accomplishment 6: Develop, implement, and maintain an automatic data processing system for storing and retrieving information on facilities, equipment, and sanitation.

Accomplishment 7: Collect resource material for the next publication of Agriculture Handbook 570.

Accomplishment 8: Provide support services to Slaughter Inspection Standards and Procedures Division for study of online poultry contamination washing system.

Accomplishment 9: Install a word processing system that would handle the updating of FESD publications such as Agriculture Handbook (AH-570) and MPI-2.

5. Review proposals submitted by industries for saving energy and natural resources.

Accomplishment 1: Review and accept, reject, or propose modifications to 50 proposals for reuse of water.

Accomplishment 2: Work with industry to develop four energy resource saving systems compatible with MPI requirements.

6. Complete activities that are in process.

Accomplishment 1: Continue review of facility requirements to improve program effectiveness of facility approval function.

Accomplishment 2: Continue development of a docket pertaining to requirements for State inspected plants seeking entry into the Federal inspection program.

Accomplishment 3: Continue to provide appropriate support to cattle inspection procedures task force.

Accomplishment 4: Finish work on docket regarding regulation prohibiting PCBs in meat, poultry, and egg processing plants.

Accomplishment 5: Finish work on docket regarding equipment conditions of use.

Accomplishment 6: Finish work on electrical stimulation dockets.

Accomplishment 7: Finish study on continuous chilling of rabbits.

Accomplishment 8: Develop guidelines for in-operation sanitation of poultry eviscerating equipment.

Accomplishment 9: Work with the Processed Products Inspection Division to develop a model quality control sanitation program to be used for evaluation of quality control programs.

Accomplishment 10: Develop a guideline to enable inspectors to recognize hazards to the integrity of the potable water system, and to know what to do when a water certificate does not state whether the water is potable or not.

TABLE 13 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
FACILITIES, EQUIPMENT, AND SANITATION DIVISION, MPITS

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Facility and Equipment Review	Ongoing	18.0	700
Accomplishment 1 - Review an Estimated 2,800 Sets of Prints and Specifications			
Accomplishment 2 - Review an Estimated 1,760 Prints and Parts Material Lists for Equipment		9.0	350
Objective 2 - Microbiological Programs	Ongoing	1.3	50
Accomplishment 1 - Review 100 Programs			
Objective 3 - Total Quality Control Programs	Ongoing	1.5	100
Accomplishment 1 - Review 50 Programs			
Objective 4 - Develop Regulations, Standards and Guidelines		1.0	50
Accomplishment 1 - Agricultural Publication MPI-2	Ongoing		
Accomplishment 2 - Condensate Present- ation	II		
Accomplishment 3 - Condensate Video Tape	II		
Accomplishment 4 - Condensate Paper	III		
Accomplishment 5 - Lighting Character- istics	IV		
Accomplishment 6 - Automatic Data Processing System	III		
Accomplishment 7 - Agriculture Handbook 570	Ongoing		
Accomplishment 8 - On-Line Poultry Washing Study	Ongoing		
Accomplishment 9 - Word Processing System	Ongoing		
Objective 5 - Energy and Natural Resources Savings	Ongoing	.5	50
Accomplishment 1 - Review 50 Proposals			
Accomplishment 2 - Develop Four Energy Saving Systems			

TABLE 13 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
FACILITIES, EQUIPMENT, AND SANITATION DIVISION, MPITS - Continued

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 6 - Regulatory Activities		.7	59.6
Accomplishment 1 - Program Effectiveness of Facility Approval Function	III		
Accomplishment 2 - State Plants Seeking Entry into Federal Inspection Program	(FY 1983) II		
Accomplishment 3 - Cattle Inspection Procedures Task Force	II		
Accomplishment 4 - PCB Docket	IV		
Accomplishment 5 - Conditions of Use Docket	II		
Accomplishment 6 - Electrical Stimulation Dockets	II		
Accomplishment 7 - Chilling of Rabbits	I		
Accomplishment 8 - Poultry Eviscerating Equipment	Ongoing		
Accomplishment 9 - QC Programs	Ongoing		
Accomplishment 10 - Potable Water	Ongoing		
TOTAL		23.0	1,009.6

FY 1982 PROGRAM ACTIVITY PLAN FOR THE  
INDUSTRIAL ENGINEERING AND DATA MANAGEMENT DIVISION, MPITS

ACTIVITY LEADER: C. S. Smithson

ACTIVITY ABSTRACT:

This staff participates in formulation of policies and practices relating to industrial engineering and data management activities within the inspection program. Functions of the Division include the following: (1) develop work measurement standards and inspection station design specifications incorporating the most favorable human engineering enhancements feasible; (2) establish productivity performance measures and workforce forecasting criteria to ensure effective allocation and justification of resources; (3) design and maintain manual and automated information systems in support of MPI management objectives; and (4) provide data and information to MPI and others on request and in the form of periodic publications.

ACTIVITY OBJECTIVES:

1. Develop and apply work measurement standards for inspection activities to determine appropriate staffing requirements.

Accomplishment 1: Develop and institute work measurement staffing standards for the new post mortem cattle slaughter inspection procedure.

Accomplishment 2: Develop and institute work measurement staffing standards for post mortem swine slaughter inspection in plants requiring less than three inspectors.

Accomplishment 3: Prepare final standard for determining inspection staffing in TQC processing plants.

Accomplishment 4: Provide work measurement and motion analysis support for Slaughter Inspection Standards and Procedures Division projects as scheduled, e.g., Roasters Modified Sequential Inspection (MSI), Poultry Hands-Off, Turkeys, Swine Viscera/Rail Station Combination, etc.

Accomplishment 5: Provide work measurement and motion analysis support for Processed Products Inspection Division projects as scheduled, e.g., brand study, etc.

Accomplishment 6: Provide work measurement and motion analysis support for other MPI and FSIS activities as projects are scheduled, e.g., chemistry laboratory, pathology laboratory, etc.

2. Develop, implement, and maintain automated data processing systems in response to inspection program management information requirements.

Accomplishment 1: Implement an ongoing computerized system for the new animal disease reporting requirements.

Accomplishment 2: Provide follow on computer processing support for field realignment project.

Accomplishment 3: Provide ADP development and operational support for automation projects planned by MPI staffs and divisions.

Accomplishment 4: Process recurring source data inputs and update and maintain MPI automated data base.

Accomplishment 5: Install and implement a computerized graphical management information display capability for MPI data files and associated requirements.

3. Analyze, coordinate, and release MPI operational and management statistics. Account for official identification numbers assigned to federally inspected establishments, and monitor the MPI portion of the Agency management communication system.

Accomplishment 1: Complete the following recurring activities:

- a. Publish the annual MPI Statistical Summary.
- b. Prepare monthly summary reports on workforce status and characteristics of plants under Federal inspection.
- c. Summarize data on MPI operations and personnel for an annual report to Congress and tri-annual budget forecasts.
- d. Review and distribute recurring ADP products to designated recipients.

Accomplishment 2: Support ongoing data management requirements as follows:

- a. Respond to numerous special requests for data on MPI activities.
- b. Monitor and provide guidance on the MPI portion of the FSIS Management and Communications System (FMCS) including the MPI Directory.

- c. Maintain status and supporting documentation on identification numbers assigned, reserved or withdrawn for plants under inspection.
- d. Assist in the review, revision, and interpretation of MPI reporting instructions, procedures and forms.

TABLE 14 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
INDUSTRIAL ENGINEERING AND DATA MANAGEMENT DIVISION, MPITS

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Work Measurement and Methods Analysis		11	411.5
Accomplishment 1 - Institute Cattle Slaughter Inspection Rates	IV		
Accomplishment 2 - Institute Swine Slaughter Inspection Rates	IV		
Accomplishment 3 - Prepare Dinal TQC Staffing Standards	IV		
Accomplishment 4 - Support SISP Require- ments	As Scheduled		
Accomplishment 5 - Support PPID Require- ments	As Scheduled		
Accomplishment 6 - Support Other MPI and FSIS Requirements	As Scheduled		
Objective 2 - ADP Systems Development and Operations		17	934.2
Accomplishment 1 - Animal Disease Reporting System	Ongoing		
Accomplishment 2 - Field Realignment	I		
Accomplishment 3 - ADP Development	Ongoing		
Accomplishment 4 - ADP Operations and Source Data Processing	Ongoing		
Accomplishment 5 - Computerized Graphical Display Capability	II		
Objective 3 - Management Information Analysis and Presentation	Ongoing	7	198.0
Accomplishment 1 - Recurring Reports and Statistics			
Accomplishment 2 - Data Management Support			
TOTAL		35	1,543.7

FY 1982 PROGRAM ACTIVITY PLAN FOR THE  
PROCESSED PRODUCTS INSPECTION DIVISION, MPITS

ACTIVITY LEADER: W. F. Dennis

ACTIVITY ABSTRACT:

The Processed Products Inspection Division (PPID) is primarily responsible for establishing industry operating requirements and inspection criteria and methods necessary to assure that processed meat and poultry products are safe, wholesome, unadulterated, and correctly labeled. This is achieved by (1) conducting studies of potential hazards; (2) determining the nature and kinds of defects that occur; (3) evaluating industry's quality control procedures and practices; (4) providing guidance to industry on good manufacturing practices; and (5) developing inspection procedures, sampling plans and techniques, and criteria for interpreting laboratory analyses.

ACTIVITY OBJECTIVES:

1. Continue development and expansion of quality control efforts.

Accomplishment 1: Review and approve acceptable partial quality control programs which are not decentralized.

Accomplishment 2: Evaluate regional approval of partial quality control programs.

Accomplishment 3: Review and approve acceptable total quality control systems (TQC).

Accomplishment 4: Audit approved TQC systems.

Accomplishment 5: Continue decentralization of partial quality control program approval, and development of evaluation checklists.

Accomplishment 6: Participate in the development of final work measurement standards for TQC plants.

Accomplishment 7: Review and update, if necessary, all partial quality control programs in effect for five (5) years or more.

Accomplishment 8: Maintain and revise, as needed, the computerized QC program inventory.

Accomplishment 9: Provide technical assistance to small processors in the development of TQC systems by performing travel to work on-site with interested plants. Provide for use of quality control Consultants to allow for more direct industry contact.

Accomplishment 10: Revise as necessary, TQC guidebooks.

2. Develop policies, procedures, regulations and guidelines relative to inspection of processed products.

Accomplishment 1: Develop proposed regulations for canned meat and poultry products.

Accomplishment 2: Revise trichinae control requirements.

Accomplishment 3: Prepare a proposal for fermented dry and semi-dry sausage.

Accomplishment 4: Prepare a proposal expanding and clarifying existing regulations for warm poultry deboning.

Accomplishment 5: Prepare a proposal establishing mandatory quality control procedures for use of brands in certain establishments.

Accomplishment 6: Prepare a proposal for quality control handling of returned products.

Accomplishment 7: Prepare a proposal on the revision of the sealing and unsealing, unmarked, inspected and passed product.

Accomplishment 8: Revise red meat Acceptance quality level (AQL) program.

Accomplishment 9: Develop boneless poultry AQL program.

Accomplishment 10: Participate in development of directed sampling of protein fat free (PFF) tests for cured pork products.

Accomplishment 11: Based upon administrative decision, develop final action on net weight regulations.

3. Initiate or continue activities to develop personnel.

Accomplishment 1: Participate with Program Training Division to revise processing inspection training.

Accomplishment 2: Participate with Program Training Division in the development, revision, and evaluation of the effectiveness of TQC training. Respond to the needs of supplying personnel to present training in TQC.

Accomplishment 3: Review and evaluate training materials developed by the Program Training Division relating to processing inspection.

4. Establish or continue liaison efforts to maintain program quality.

Accomplishment 1: Promote contacts and hold discussions with industry trade groups on total quality control, canning, and other areas of common interest.

Accomplishment 2: Participate in an American Society for Testing and Materials (ASTM) effort to develop standards and specifications for flexible retortable pouches.

Accomplishment 3: Work with the National Meat Canners Association (NMCA) in developing acceptable procedures for canners to handle abnormal container incidents, and with the National Food Processors Association (NFPA) on problems of mutual concern including the revision of the canning regulations.

5. Carry out other special activities on an ad hoc or ongoing basis.

Accomplishment 1: Maintain a current listing of domestic canning establishments.

Accomplishment 2: Evaluate the need for foreign canning establishments to file process schedules for shelf-stable product.

Accomplishment 3: Carry out dry cured bacon survey.

Accomplishment 4: Participate in nitrite/nitrosamine deliberations.

Accomplishment 5: Review process deviation evaluations submitted by canners of shelf-stable product (per MPI Bulletin 79-45).

Accomplishment 6: Develop method for assessing plant public health risks and categorizing plants.

Accomplishment 7: Revise and implement acceptance sampling procedures for boneless manufacturing meat reinspection to bring the program in line with new industry technology and less man-power reliant staffing.

TABLE 15 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
PROCESSED PRODUCTS INSPECTION DIVISION, MPITS

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Continue Quality Control		10	351.2
Accomplishment 1 - Review and Approve Partial QC Programs	Ongoing		
Accomplishment 2 - Evaluate Regional Partial QC Program	Ongoing		
Accomplishment 3 - Review and Approve TQC Programs	Ongoing		
Accomplishment 4 - Audit TQC Programs	Ongoing		
Accomplishment 5 - Continue Partial Decentralization	Ongoing		
Accomplishment 6 - TQC Work Standards Development	Ongoing		
Accomplishment 7 - Update Old Partial QC Programs	Ongoing		
Accomplishment 8 - Maintain Computer Inventory	Ongoing		
Accomplishment 9 - Aid Small Processors	Ongoing		
Accomplishment 10 - Revise TQC Guidebooks	IV		
Objective 2 - Develop Policies, Procedures, Regulations, and Guidelines		8	280.9
Accomplishment 1 - Canning Proposal	II		
Accomplishment 2 - Trichinae Final Regulation	IV		
Accomplishment 3 - Fermented Sausage Proposal	I		
Accomplishment 4 - Warm Poultry Deboning Proposal	III		
Accomplishment 5 - Brands Security Proposal	II		
Accomplishment 6 - Returned Goods Proposal	III		
Accomplishment 7 - Sealing/Unsealing Proposal	III		
Accomplishment 8 - Red Meat AQL	IV		
Accomplishment 9 - PFF Compliance Program	II		
Accomplishment 10 - Net Weight Final Rule	1/		
Accomplishment 11 - Boneless Poultry AQL	IV		

TABLE 15 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
PROCESSED PRODUCTS INSPECTION DIVISION, MPITS - Continued

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 3 - Improve Other Processing Inspection Activities		2	70.3
Accomplishment 1 - Work With to Training Division Revise Processing Training	III		
Accomplishment 2 - With Training Division, Evaluate QC Training	Ongoing		
Accomplishment 3 - Review and Evaluate Training Division Materials	Ongoing		
Objective 4 - Extra-Departmental Liaison		1	35.1
Accomplishment 1 - Participate in Industry Meetings, Seminars, and Training Courses	Ongoing		
Accomplishment 2 - Participate in ASTM Retort Pouch Effort	Ongoing		
Accomplishment 3 - Work with NMCA and NFPA on Canning	IV		
Objective 5 - Carry on Ad Hoc and Other Special Projects		4	140.4
Accomplishment 1 - Maintain Canning Plant List	Ongoing		
Accomplishment 2 - Evaluate Need for Process Schedules for Foreign Plants			
Accomplishment 3 - Complete Dry Cured Bacon Survey	I		
Accomplishment 4 - Participate in Nitrite Deliberations	Ongoing		
Accomplishment 5 - Review and Evaluate Process Deviations	Ongoing		
Accomplishment 6 - Develop Method to Categorize Plants	II		
Accomplishment 7 - Boneless Manufacturing Meats Reinspection	Ongoing		
TOTAL		25	877.9

1/ One quarter after administrative decision is made to proceed.

FY 1982 PROGRAM ACTIVITY PLAN FOR THE  
PROGRAM TRAINING DIVISION, MPITS

ACTIVITY LEADER: M. A. Simmons

ACTIVITY ABSTRACT:

The Program Training Division participates in the planning and formulation of all training policies, programs and activities of the Meat and Poultry Inspection Program. This is achieved through the design of human performance policies. The Division reviews existing and proposed criteria and procedures for slaughter and processed products inspection, as well as facilities, equipment, and sanitation systems requirements, in order to determine how effectively and efficiently they utilize human resources. The Division participates in the administration, planning, development, and evaluation of programs for training of Federal, State and other personnel engaged in meat and poultry inspection. The Division participates in training foreign nationals to meet requirements of the meat and poultry inspection program, in consultation with the Foreign Review Staff, the Pan American Health Organization and other international organizations, as appropriate.

The Division cooperates with other FSIS personnel, State inspection officials, industry representatives, university officials and others in planning and conducting training programs. The Division maintains liaison with professional and technical institutions, and assists in developing Agencywide training programs.

ACTIVITY OBJECTIVES:

1. Design and develop performance systems, instructional systems, and instructional aids for the technical training of MPI employees.

Accomplishment 1: Update all lesson plans, visual aids, handouts, Employee Development Guides, and job aids as policy, regulations and laws change.

Accomplishment 2: Convert applicable lecture/demonstration training to trainee-paced auto-tutorial programs.

Accomplishment 3: Develop self-instructional programs that meet Agency needs in scientific, technical, and management/supervisory areas.

Accomplishment 4: Develop instructional aids needed to meet objectives of MPI Health, Safety, and EEO Programs.

2. Deliver technical training to the target population.

Accomplishment 1: Conduct quality control training for food inspectors and supervisors.

Accomplishment 2: Supply individual employees with training and learning resources, such as audiovisual programs, correspondence courses, programmed instruction, and job guides.

Accomplishment 3: Conduct trainee-paced training courses.

Accomplishment 4: Conduct scheduled training courses for assembled groups.

Accomplishment 5: Conduct special training courses, on request, for large Program groups and for nonprogram individuals, such as State inspectors, university professionals and students, and foreign nationals.

Accomplishment 6: Administer the training component of the upward mobility program for food inspectors.

Accomplishment 7: Arrange for and assist in conducting continuing education sessions as requested.

3. Provide assistance to MPI managers and other FSIS organizational units in the analysis of human performance problems, including the development and selection of appropriate solutions.

Accomplishment 1: Develop a model team approach for use in human performance problem situations.

Accomplishment 2: Use the model team to assist organizational units with problem-solving sessions for performance problems when requested.

4. In conjunction with Employee Development Branch, Personnel Division, implement and evaluate a university-based training program for food inspectors.

Accomplishment 1: Implement the training program when funds are available.

Accomplishment 2: Evaluate the program and prepare a report on the results.

TABLE 16 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
PROGRAM TRAINING DIVISION, MPITS

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Design and Develop Training	Ongoing	23.1	978.5
Accomplishment 1 - Update All Materials			
Accomplishment 2 - Convert to Auto-Tutorials			
Accomplishment 3 - Develop Self-Instruc- tion Programs			
Accomplishment 4 - Develop Instructional Aids - Safety, Health, EEO			
Objective 2 - Deliver Training	Ongoing	9.3	391.4
Accomplishment 1 - Quality Control Training			
Accomplishment 2 - Supply Training Materials to Individuals			
Accomplishment 3 - Trainee-Paced Course Delivery			
Accomplishment 4 - Conduct Scheduled Training			
Accomplishment 5 - Conduct Special Training			
Accomplishment 6 - Upward Mobility Training			
Accomplishment 7 - Continuing Education			
Objective 3 - Analysis of Human Performance	Ongoing	3.7	156.6
Accomplishment 1 - Participate in Problem Solving			
Objective 4 - University-Based Training Program		.9	39.1
Accomplishment 1 - Implement	III		
Accomplishment 2 - Evaluate	IV		
TOTAL		37.0	1,565.6

FY 1982 PROGRAM ACTIVITY PLAN FOR THE  
SLAUGHTER INSPECTION STANDARDS AND PROCEDURES DIVISION, MPITS

ACTIVITY LEADER: J. C. Prucha

ACTIVITY ABSTRACT:

The Slaughter Inspection Standards and Procedures Division is responsible for the design and development of improved standards and procedures for: (1) the ante-mortem and post-mortem inspection of slaughtered livestock and poultry; (2) the inspection of meat and poultry products subsequent to slaughter; and (3) the control of inedible and condemned meat and poultry. This fiscal year the Division will also be responsible for the identification, study and evaluation of existing slaughter inspection standards and procedures which are in need of improvement. Related to these primary responsibilities, the Division is also responsible for furnishing technical guidance as requested, and for the evaluation of industry, consumer and other government agencies' proposals in its areas of primary responsibility.

OBJECTIVES:

1. Design, develop, and implement improved slaughter and allied departments inspection procedures and standards.

Accomplishment 1: Modify and test Modified Sequential Inspection (MSI) procedures for inspection of roaster chickens.

Accomplishment 2: Continue to determine the effectiveness of hands-off inside inspection of young chickens as new automated equipment is developed.

Accomplishment 3: Design and test modifications in the post-mortem inspection procedure for broiler chickens based on developing effective procedures for verification of trim accomplished by plant employees.

Accomplishment 4: Design and develop procedures to make proper disposition of carcasses with missing viscera.

Accomplishment 5: Develop and implement a more efficient and equally or more effective method for post-mortem inspection of turkeys including an effective procedure for verification of trim accomplished by plant employees.

Accomplishment 6: Complete development and implement a more efficient and equally or more effective method for the post-mortem inspection of cattle.

Accomplishment 7: Complete design, development and implement a swine carcass reinspection program for skinned swine carcasses.

Accomplishment 8: Design, develop and implement a feedback system which will give users information they seek from the livestock disease reporting system.

Accomplishment 9: Design, develop and implement a method to combine the swine carcass inspection station with the viscera inspection station.

Accomplishment 10: Publish as a proposal a docket on the transportation, sale and marketing of federally inspected meat food products.

Accomplishment 11: Publish as a final rule a docket requiring the removal of kidneys from mature chickens and turkeys.

Accomplishment 12: Complete design and test a carcass reinspection program for calves.

2. Evaluate the proposals of industry, consumers, and Government agencies related to the slaughter and immediate subsequent handling of edible meat and poultry products, and of inedible and condemned products.

Accomplishment 1: Design, develop and implement an improved procedure for the inspection of tripe.

3. Identify, study, and evaluate existing slaughter inspection standards and procedures which are in need of improvement.

Accomplishment 1: Develop a cost effective system designed to identify existing slaughter inspection standards and procedures which should be improved, revised or eliminated.

Accomplishment 2: Conduct a survey of the pH of tripe to determine if the current procedure of inspecting this product insures that it is not adulterated with processing chemicals.

Accomplishment 3: Review and rewrite selected slaughter inspection regulations to eliminate antiquated and/or poorly written rules.

Accomplishment 4: Establish an ongoing dialogue with industry for mutual discussion of the present inspection program and as an input in planning for future regulatory activities.

TABLE 17 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
FOR THE SLAUGHTER INSPECTION STANDARDS AND PROCEDURES DIVISION, MPITS

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1: Improve Slaughter Inspection Procedures		10.5	445.2
Accomplishment 1 - MSI for Roasters	II		
Accomplishment 2 - Poultry Hands-Off	IV		
Accomplishment 3 - Poultry Trim Verifi- cation	III		
Accomplishment 4 - Poultry Viscera	II		
Accomplishment 5 - Turkey Inspection	III		
Accomplishment 6 - Cattle Inspection	III		
Accomplishment 7 - Swine AQL	III		
Accomplishment 8 - Disease Reporting	III		
Accomplishment 9 - Viscera Rail Station	IV		
Accomplishment 10 - Sale, Marketing and Transportation	II		
Accomplishment 11 - Poultry Kidneys	II		
Accomplishment 12 - Calf AQL	IV		
Objective 2: Evaluate External Proposals Inspection Changes	III	1.0	42.4
Accomplishment 1 - Tripe Inspection			
Objective 3: Identify and Evaluate Proce- dures Needing Revision		3.5	148.4
Accomplishment 1 - I.D. Archaic Procedures	III		
Accomplishment 2 - Tripe pH Survey	II		
Accomplishment 3 - Update Regulations	IV		
Accomplishment 4 - Dialogue with Industry	III		
TOTAL		15.0	636.5

FY 1982 PROGRAM ACTIVITY PLAN FOR THE  
STANDARDS AND LABELING DIVISION, MPITS

ACTIVITY LEADER: R. Hibbert

ACTIVITY ABSTRACT:

The Standards and Labeling Division carries out the mandatory label approval function for all labels used on federally inspected meat and poultry products. The Division conducts reviews to assure that meat and poultry products are formulated with safe and suitable ingredients, that their labels are truthful and not misleading, and that those labels show all required information. Formal product standards are developed to specify meat content and/or usual ingredients of meat and poultry products when industry members or consumers show particular interest in increasing uniformity among products using the same product name. Development of rules to permit or restrict the uses of various food additives is the responsibility of this office. Other regulations in the food labeling area are also developed by the Division, and the Division provides support and advice relating to assigned activities of Codex Alimentarius.

ACTIVITY OBJECTIVES:

1. Assure that meat and poultry products are formulated with safe and suitable ingredients and that their labeling is truthful, informative and not misleading.

Accomplishment 1: Review approximately 100,000 labels for approval.

Accomplishment 2: Review and process all appeals of labeling decisions.

2. Develop policies, procedures, regulations, and guidelines relative to the standards and labeling of meat and poultry products.

Accomplishment 1: Develop general labeling policies to prevent fraudulent practices. Issue policy memos as appropriate. (Numbers will depend upon issues raised during the year.)

Accomplishment 2: Develop protein fat-free standards proposal for cured pork products.

Accomplishment 3: Develop a process that will generally sanction and expedite the use of FDA approved substances in certain meat and poultry products.

3. Streamline and improve Division functions.

Accomplishment 1: Publish a proposal delegating certain label approval authority to field inspectors.

Accomplishment 2: Maintain a quality control program for label approvals.

Accomplishment 3: Maintain rescission policy, guidelines, and procedures for deficient labels.

Accomplishment 4: Develop and issue criteria that will alleviate the burden of quality control requirements for the nutrition labeling of certain cooked sausage products without jeopardizing consumer interests.

Accomplishment 5: Maintain a formal, structured process for appealing label disapprovals.

Accomplishment 6: Conduct a study of present ADP systems and procedures and assess future ADP needs of the Division.

4. Accomplish special projects on an ad hoc and ongoing basis.

Accomplishment 1: Provide leadership for developing FSIS vegetable protein policies.

Accomplishment 2: Provide active participation in nitrite/nitrosamine deliberations.

Accomplishment 3: Coordinate and review any necessary Codex data.

TABLE 18 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
STANDARDS AND LABELING DIVISION, MPITS

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity	Resources
		Person- Years	Dollars (000)
Objective 1 - Label Integrity Assurance	Ongoing	20	435.4
Accomplishment 1 - Review Labels			
Accomplishment 2 - Process Appeals			
Objective 2 - Policy Development		10	217.7
Accomplishment 1 - Issue Policy Memos	Ongoing		
Accomplishment 2 - Develop PFF Standards	II		
Accomplishment 3 - Develop Policy for Accepting FDA Approvals	IV		
Objective 3 - Streamline Functions		8	174.2
Accomplishment 1 - Propose Label Approval Delegation	II		
Accomplishment 2 - Maintain Audit System	Ongoing		
Accomplishment 3 - Maintain Label Rescission Process	Ongoing		
Accomplishment 4 - Develop Policy for Reducing QC Burden for Nutrition Labeling	II		
Accomplishment 5 - Maintain Label Appeal Process	Ongoing		
Accomplishment 6 - ADP Systems	Ongoing		
Objective 4 - Accomplish Special Projects on an Ad Hoc or Ongoing Basis	Ongoing	3	65.3
Accomplishment 1 - Lead Development of Vegetable Protein Policy for Agency			
Accomplishment 2 - Participate in Nitrite/ Nitrosamine Deliberations			
Accomplishment 3 - Review Codex Data			
TOTAL		41	892.6

FY 1982 PROGRAM ACTIVITY PLAN FOR THE  
TECHNOLOGY ASSESSMENT DIVISION, MPITS

ACTIVITY LEADER: I. Y. Maing

ACTIVITY ABSTRACT:

This Division is primarily responsible for the analysis of emerging scientific, technological, industrial and inspection research on the meat and poultry industries on MPI's regulatory responsibilities affecting those industries. The Division serves as a clearinghouse for research information; it evaluates and recommends courses of action to enable MPI to anticipate the direction in which issues are likely to develop.

ACTIVITY OBJECTIVES:

1. Develop and maintain sources of information on meat and poultry industry/scientific research and innovations, and the related impact on program operations.

Accomplishment 1: Identify several areas of current industry/scientific research and development with potentially high impact on the industry or MPI. Recommend priority areas for further investigation.

Accomplishment 2: Establish monitoring stations in U.S. and strategic points in foreign countries.

2. Evaluate relevant scientific and technical reports and prepare and recommend courses of action responsive to them.

Accomplishment 1: Publish memorandum of screening and surveillance (MOSS) Quarterly basis.

Accomplishment 2: Publish annual "Index of Current Research on Meat and Poultry Technologies."

3. Maintain a consulting position for Technical Services/MPI in the field of short/long term technical thrusts.

Accomplishment 1: Establish the Institute of Technology Assessment (ITA) and provide a series of knowledge building seminars and workshops for MPI personnel in the area of Technology Assessment.

Accomplishment 2: Build knowledge that can become the decision making basis for future, viable and previously unidentified MPI needs.

4. Develop thrusts and strategies for a superior technical leadership in light of upcoming challenges relative to livestock export/import programs.

Accomplishment 1: Search for and assess worldwide meat/poultry technologies relating to MPI's meat/poultry, export/import programs.

Accomplishment 2: Assist Export Coordination Staff relative to meat/poultry export activities.

TABLE 19 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
TECHNOLOGY ASSESSMENT DIVISION, MPITS

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Inspection Technology Assessment Accomplishment 1 - Identification of Emerging Issues Accomplishment 2 - Establishment of Monitoring Stations	Ongoing	1	40.0
Objective 2 - Process-Product Technology Assessment Accomplishment 1 - Screening and Surveillance Accomplishment 2 - Publish Annual Index of Research	Ongoing	1	40.0
Objective 3 - Creative Technology Assessment Accomplishment 1 - Institute of Technology Assessment Accomplishment 2 - Knowledge Building Seminar	Ongoing	2	80.0
Objective 4 - Worldwide Meat/Poultry Technology Assessment Accomplishment 1 - Exporting Technology Assessment Accomplishment 2 - Importing Technology Assessment	Ongoing	1	22.9
TOTAL		5	182.9





## FY 1982 PROGRAM AREA FOR SCIENCE

PROGRAM LEADER: R. E. Engel

### PROGRAM ABSTRACT:

The Science Program serves to provide the Agency with scientific guidance and support in chemistry, epidemiology, microbiology, pathology, toxicology, nutrition, parasitology, and mathematics and statistics. The support services are designed to assure product safety from disease, harmful chemicals, toxins and food poisoning microorganisms, as well as to prevent economic fraud and insanitary preparation.

The Science Program area works to develop and maintain closer ties with national and international scientific laboratories and communities in order to keep abreast of scientific and technological advances and to open new avenues for the exchange of scientific information; participates with other components of FSIS in developing and reviewing policies and procedures relating to FSIS programs; coordinates nutrition activities for FSIS; operates a food-borne hazard reporting system; identifies, recommends, and coordinates the establishment and conduct of appropriate research projects; operates the FSIS regulatory field service laboratories to support program needs; evaluates the safety of food additives for use in meat and poultry products; operates a safety program for FSIS laboratories; assists in the development and implementation of science-related training programs and coordinates activities and provides guidance and expertise in the implementation of the Equal Employment Opportunity (EEO) Program.

### PROGRAM GOALS:

1. To develop a total residue avoidance program (TRAP) effort to control residues in the meat and poultry supply.
2. To improve the foreign residue program.
3. To improve laboratory efficiency and effectiveness to support FSIS efforts.
4. To coordinate nutrition activities for FSIS.
5. To operate an effective Science EEO Program.
6. To coordinate a safety program for FSIS laboratories.
7. To conduct a quality assurance program in FSIS, contract and accredited non-FSIS laboratories.
8. To develop new chemical and microbiological methods and improve existing methods.

9. To conduct a comprehensive microbiological monitoring and surveillance system.

TABLE 20 - SCIENCE PROGRAM AREA:  
RESOURCES PLANNED FOR FY 1982

Program Activity	FY 1982 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Deputy Administrator, Administrative Staff and Mathematics and Statistics Division <u>1/</u>	--	--	--	--
Chemistry Division	52	14	2,439	14
Field Service Laboratories Division	210	55	11,426	64
Food Ingredient Assessment Division	29	8	725	4
Microbiology Division	50	13	1,490	8
Pathology and Epidemiology Division	25	6	1,039	6
Residue Evaluation and Surveillance Division	17	4	722	4
Total Program Area	383	100	17,841	100

1/ Resources for these support activities are prorated over the resources of the other program activities.

FY 1982 PROGRAM ACTIVITY PLAN FOR THE  
OFFICE OF THE DEPUTY ADMINISTRATOR FOR SCIENCE

ACTIVITY LEADER: R. E. Engel

ACTIVITY ABSTRACT:

This activity provides managerial, staff, and support services for the Science Program. These services include direction and guidance on scientific matters and administrative management support.

ACTIVITY OBJECTIVES:

1. Initiate the Microbiological and Residue Contamination Information System (MARCIS).

Accomplishment 1: Develop pilot programs on the computer system to assure all equipment is operating properly.

Accomplishment 2: Transfer applicable existing data bases and programs to the HP-3000 computer.

Accomplishment 3: Implement programs to establish entire system.

Accomplishment 4: Identify, develop, and implement programs for MARCIS which are needed by FSIS.

2. Improve the Safety Program for FSIS laboratories.

Accomplishment 1: Coordinate an effective safety program including the necessary training aids for all FSIS laboratories and their personnel. Reports will be published on a quarterly basis.

Accomplishment 2: Implement safety guidelines in all FSIS laboratories.

Accomplishment 3: Perform first annual revision and update of the FSIS laboratory safety manual.

Accomplishment 4: Enforce reporting procedures and decrease reaction time where appropriate.

3. Provide opportunities consistent with available funding and personnel ceilings, for career advancement of women, minorities and handicapped persons.

Accomplishment 1: Meet objectives established by the Science Affirmative Action Plan (AAP) for all major job series.

Accomplishment 2: Ensure that management personnel are trained in "Management and EEO" through use of video training tapes.

TABLE 21 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
OFFICE OF DEPUTY ADMINISTRATOR FOR SCIENCE

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources 1/	
		Person- Years	Dollars (000)
Objective 1 - MARCIS		1	50
Accomplishment 1 - Pilot Program	I		
Accomplishment 2 - Data Transfer	IV		
Accomplishment 3 - Implement Programs	IV		
Accomplishment 4 - New Programs	IV		
Objective 2 - Safety Program		1	50
Accomplishment 1 - Coordination	Ongoing		
Accomplishment 2 - Guidebook	I		
Accomplishment 3 - Manual Update	IV		
Accomplishment 4 - Report Procedures	Ongoing		
Objective 3 - EEO	Ongoing	3	75
Accomplishment 1 - AAP			
Accomplishment 2 - Training			
TOTAL		5	175

1/ All resources for objectives 1, 2, and 3 plus all other support activities of the Office of Deputy Administrator are included in the resources of other Science Program activities.

FY 1982 PROGRAM ACTIVITY PLAN  
FOR THE CHEMISTRY DIVISION

ACTIVITY LEADER: R. L. Ellis

PROGRAM ABSTRACT:

The Chemistry Division is responsible for developing the most economically feasible new and improved analytical chemical methods with increased capacity, greater sensitivity, and accuracy to determine the presence of environmental contaminants and drug residues not currently included in the ongoing Science program. The staff also determines the presence of food additives and nutritional value of meat and poultry products. The impact of this responsibility is both national and international in its scope and significance, since domestic and imported or exported meat and poultry products are analyzed. The Division:

Manages the Accredited Laboratory Program designed to increase the effectiveness of the field inspection program and assure quality and integrity of the results generated through use of private sector laboratories; conducts a quality assurance program to assure continuous acceptable quality of analytical work; develops and evaluates new and ongoing control processes in laboratories.

Participates in reviewing submitted technical information to assess its accuracy and validity. Conducts reviews, and prepares responses for consideration in FSIS policy decisions. Provides professional development and training in existing and newly developed chemical methods and techniques for division personnel and accredited laboratory reviewers, as well as Agency, Federal, industry and foreign analysts.

Fulfills the needs of FSIS, Science, for exceptionally complex analyses and special studies. Participates with FDA to evaluate residue analytical procedures with each New Animal Drug Application (NADA). Analytical methods developed by the Division are subjected to review and inter-laboratory studies to assure that the laboratory methods withstand review and challenge from other agencies, industries and consumer oriented groups before implementation into FSIS residue and food chemistry programs.

ACTIVITY OBJECTIVES:

1. Develop new analytical methods suitable for a regulatory program and improve existing ones.

Accomplishment 1: Develop a presumptive screen for the triazine class of herbicides (priority A pesticides) currently in use that could result in a residue in poultry tissues.

Accomplishment 2: Develop a presumptive screen for the triazine class of herbicides currently in use that could result in a residue in swine and bovine tissues.

Accomplishment 3: Develop a quantitative procedure for the three most commonly used triazine herbicides in swine and bovine tissues of interest.

Accomplishment 4: Develop a general screen for the quinolate class of coccidiostats (priority C drug) including buquinolate, decoquinolate and nequinolate in edible poultry and beef tissue.

Accomplishment 5: Develop a quantitative assay for the quinolates (priority C drug) in beef and poultry tissues of interest.

Accomplishment 6: Implement an improved rapid presumptive test for the determination of volatile nitrosamines in cured meat products.

Accomplishment 7: Complete development and implement an improved confirmatory procedure for volatile nitrosamines in cured meat products of interest.

Accomplishment 8: Explore the use of the ion chromatographic technique for nitrite, nitrate, and other anions at the levels of interest in meat and poultry products.

Accomplishment 9: Conduct a study on tetracycline (priority A drug) recoveries in bovine muscle, liver and kidney using current state of the art procedures for drug extraction.

Accomplishment 10: Using recovery data of the tetracycline study, assess the direction for completion development of a class quantitative assay and identification of tetracyclines in edible tissues of bovine, swine and poultry.

Accomplishment 11: Refine procedure for the presumptive analysis of organohalides (priority A pesticides) in adipose tissue and low fat products.

Accomplishment 12: Review the feasibility of a rapid test to determine moisture, fat, salt and protein consistent with Agency needs and conduct appropriate surveys on targeted tests to determine economic feasibility to recommend purchase of required instruments.

Accomplishment 13: Develop and conduct training courses for the implementation of amino acid analyses at FSLD Laboratories in designated tissues, including familiarization, qualification of analysts, method validation and quality assurance check sample program.

Accomplishment 14: Implement a quality assurance program for the analysis of sodium and potassium in designated tissues in the FSLD Laboratories.

Accomplishment 15: Establish and maintain a liaison with the Eastern Regional Research Center (ERRC), Agriculture Research Service concerning the development of a qualitative and quantitative procedure for the analysis of vegetable proteins.

Accomplishment 16: Develop and implement contracts with technical/academic institutions for the development of rapid screening and/or multi-residue procedures.

2. Establish, expand and maintain an ongoing Laboratory Accreditation Program.

Accomplishment 1: Coordinate and complete the rulemaking process.

Accomplishment 2: Complete the Accredited Laboratory Reviewers standard operating procedures manuscript so that the accredited laboratory reviews will be performed uniformly.

Accomplishment 3: Conduct onsite laboratory analytical capability reviews in accordance with standard operating procedures.

Accomplishment 4: Provide ongoing coordination of the Accredited Laboratory Program including all official report forms, determinations of accredited laboratory analytical capability and computer feedback reports to the accredited laboratory reviewers.

Accomplishment 5: Extend existing computer support as necessary to include increased statistical evaluation for a more comprehensive evaluation of the Accredited Laboratory Program.

Accomplishment 6: Provide training for the Accredited Laboratory Reviewers to insure that each reviewer is familiar with the standard operation procedures.

3. Conduct a Quality Assurance Program.

Accomplishment 1: Review and provide quarterly evaluation reports for the Chemistry sections in the three Field Service Laboratories. Reviews will be based upon those sections having the greatest need.

Accomplishment 2: Review and provide evaluation reports for each Contract Laboratory. Reviews will be based upon those laboratories having the greatest need.

Accomplishment 3: Coordinate the review of Accredited Laboratories and provide an evaluation report on a quarterly basis.

Accomplishment 4: Operate a check sample program on an ongoing basis for FSIS, Contract and Accredited laboratories to evaluate their overall proficiency with the check sample frequency varying with the laboratory and specific analysis.

Accomplishment 5: Develop and implement quality assurance activities for new methods as well as existing methods that do not have an established program.

Accomplishment 6: Develop analytical performance criteria for analyzing and reporting regulatory samples. Develop performance characteristics for new or existing methods where they do not currently exist. Evaluate quality assurance data, make recommendations and take action as necessary.

Accomplishment 7: Review and evaluate analytical methods provided by the RESD foreign residue program that are not currently a part of our domestic residue program (including methods for animal drugs approved for use in foreign countries but not in the United States).

Accomplishment 8: Revise and update the Chemistry Laboratory Guidebook and the Chemistry Quality Assurance Handbook as an ongoing activity to reflect current analytical capabilities and quality assurance activities.

Accomplishment 9: Evaluate and develop a procedure for the homogeneous preparation of tissues for fortified as well as incurred residues. Emphasis will be placed on sulfonamides, chloramphenicol and calcium in designated tissues.

Accomplishment 10: Maintain and expand the present drug and chemical reference standards repository to include mechanisms for retrieval and dissemination.

Accomplishment 11: Prepare, maintain and distribute samples for collaborative studies, familiarization, accreditation and quality assurance check analysis and analytical materials in conducting Division quality assurance, special studies and methods development activities.

#### 4. Provide Chemistry Support to other units.

Accomplishment 1: Participate with FDA, EPA and other USDA Laboratories for the review and validation of analytical methods for the detection of drug residues, including NADA's, in animal tissues.

Accomplishment 2: Plan and participate in Exploratory Surveillance Programs (ESP) with other interested Divisions within Science, to include special analyses requests, consumer complaints and responses as directed by the Contamination Response System (CRS).

Accomplishment 3: Conduct methods development projects with the Field Service Laboratories Division for substances addressing immediate program objectives. Interact with other Divisions in the procurement of tissues, implementation of analytical tests and the compilation of residue data.

Accomplishment 4: Develop protocols for studies assigned to the Chemistry Division and execute those studies in accordance with those protocols.

Accomplishment 5: Publish results of special studies and developed methods as well as presentations at scientific meetings. Conduct peer review of publications as requested.

Accomplishment 6: Plan and coordinate a Chemist-in-Charge (CIC) meeting for the year.

Accomplishment 7: Develop a Chemistry Policy book.

TABLE 22 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
CHEMISTRY DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Analytical Methods		32	1,450
Accomplishment 1 - Triazine Screen- Poultry	II		
Accomplishment 2 - Triazine Screen- Red Meat	II		
Accomplishment 3 - Triazine Assay	IV		
Accomplishment 4 - Quinolates Screen	Ongoing		
Accomplishment 5 - Quinolates Assay	Ongoing		
Accomplishment 6 - Presumptive Nitrosamines	II		
Accomplishment 7 - Confirmation Nitro- samines	I		
Accomplishment 8 - Ion Assay Chromatography	IV		
Accomplishment 9 - Tetracycline Recovery	Ongoing		
Accomplishment 10 - Tetracycline Assay	Ongoing		
Accomplishment 11 - Organohalides	IV		
Accomplishment 12 - Economic Analysis	IV		
Accomplishment 13 - Amino Acid Analysis	II		
Accomplishment 14 - Sodium and Potassium	I		
Accomplishment 15 - Vegetable Protein	Ongoing		
Accomplishment 16 - Contract Method Development	Ongoing		
Objective 2 - Accredited Laboratory Program		4	200
Accomplishment 1 - Rule Making	I		
Accomplishment 2 - Operation Procedures	I		
Accomplishment 3 - On-Site Laboratory Reviews	Ongoing		
Accomplishment 4 - Program Coordination	Ongoing		
Accomplishment 5 - Computer Support	IV		
Accomplishment 6 - Reviewer Training	IV		

TABLE 22 - FY 1982 PROPOSED PROGRAM  
OBJECTIVES AND ACCOMPLISHMENTS:  
CHEMISTRY DIVISION - Continued

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 3 - Quality Assurance Program		8	400
Accomplishment 1 - FSLD Chemistry Sections	Ongoing		
Accomplishment 2 - Contract Laboratories	Ongoing		
Accomplishment 3 - Program Coordination	Ongoing		
Accomplishment 4 - Check Sample Program	Ongoing		
Accomplishment 5 - Methods Quality Assurance	Ongoing		
Accomplishment 6 - Analytical Performance Criteria	Ongoing		
Accomplishment 7 - Foreign Analytical Procedures	Ongoing		
Accomplishment 8 - Laboratory Guidebook	IV		
Accomplishment 9 - Tissue Homogenization	IV		
Accomplishment 10 - Standards Library	Ongoing		
Accomplishment 11 - Check Sample Preparation	Ongoing		
Objective 4 - Division Support		8	389
Accomplishment 1 - NADA and Collaborative Studies	Ongoing		
Accomplishment 2 - Surveillance Activities	Ongoing		
Accomplishment 3 - Liaison Programs	Ongoing		
Accomplishment 4 - Protocol Studies	Ongoing		
Accomplishment 5 - Publication Activities	Ongoing		
Accomplishment 6 - CIC Meeting	I		
Accomplishment 7 - Policy Book	Ongoing		
TOTAL		52	2,439

FY 1982 PROGRAM ACTIVITY PLAN  
FOR THE FIELD SERVICE LABORATORIES DIVISION

ACTIVITY LEADER: N. J. Whitney

ACTIVITY ABSTRACT:

The Field Service Laboratories Division (FSLD) provides analytical service support in chemistry, microbiology, and pathology. These services are currently provided by multidisciplinary laboratories located in Athens, Georgia; St. Louis, Missouri; and San Francisco, California. FSLD also acquires analytical support from non-Federal laboratories. The Division:

Provides support in response to the program needs of other Science and FSIS Divisions. Conducts analyses which produce data to determine the presence of food additives, environmental and drug contaminants, the nutritional value of meat and poultry products and economic fraud; provides diagnostic services to identify disease, parasites, and related conditions; conducts microbiological investigations on the quality and safety of meat and poultry products; and provides, upon request of FSIS field staff, technical support in the areas of microbiology and pathology by onsite visits.

Supports a major FSIS monitoring and surveillance program intended to prevent animals and poultry containing illegal drug and chemical residues from entering commerce; conducts 350,000 residue analyses on tissue samples randomly selected from meat and poultry carcasses at slaughtering plants throughout the country.

ACTIVITY OBJECTIVES:

1. Continue the FSL analytical program. Provide analytical services in the monitoring areas of chemistry, microbiology, and pathology supporting the National Residue Program, Contamination Response System, and Operations. Manage the food chemistry program carried out by New York, Kentucky, and California contract laboratories. Conduct laboratory reviews and quality assurance analyses for the Accredited Laboratory Program.

Accomplishment 1: Exercise contract options with the States of New York, Kentucky, and California.

Accomplishment 2: Conduct special projects requested by other FSIS or USDA programs.

Accomplishment 3: Provide training to domestic and foreign nationals as required.

Accomplishment 4: Conduct analyses and field reviews for the Chemistry Division's Accredited Laboratory Program.

Accomplishment 5: Provide continuing analyses of meat and poultry and their products as identified in Science's FY 1982 Performance Indicator goals.

2. Establish competitive procurements with commercial and state laboratories to accomplish the FY 1982-83 food and residue chemistry analytical program.

Accomplishment 1: Prepare and submit Statement of Work.

Accomplishment 2: Evaluate proposals and award contracts.

Accomplishment 3: Determine if renewal options for FY 1983 will be exercised.

3. Implement new analytical methods in collaboration with other Science Program Divisions.

Accomplishment 1: Provide an evaluation of each new method; recommend to the Program Divisions, necessary modifications to meet special environmental needs of each FSL.

Accomplishment 2: Assure completion within schedule.

4. Develop Standard Analytical Times for Residue Methods.

Accomplishment 1: Design "cost accounting" data capture form.

Accomplishment 2: Develop computer program to compute average analytical time.

Accomplishment 3: Conduct pilot study.

Accomplishment 4: Upon approval, adopt new standards.

TABLE 23 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
FIELD SERVICE LABORATORIES DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources 1/	
		Person- Years	Dollars (000)
Objective 1 - FSL Analytical Program		210	11,426
Accomplishment 1 - Contract Options	I		
Accomplishment 2 - Special Projects	As Requested		
Accomplishment 3 - Analytical Training	As Requested		
Accomplishment 4 - Accredited Laboratory Program Support	As Requested		
Accomplishment 5 - Sample Analysis	Ongoing		
Objective 2 - Competitive Procurements		<u>1/</u>	<u>1/</u>
Accomplishment 1 - Statement of Work	I		
Accomplishment 2 - Contract Award	IV		
Accomplishment 3 - FY 1983 Renewal			
Objective 3 - New Methods Implementation	As Available	<u>1/</u>	<u>1/</u>
Accomplishment 1 - Method Evaluation			
Accomplishment 2 - Completion			
Objective 4 - Standard Analytical Times		<u>1/</u>	<u>1/</u>
Accomplishment 1 - Data Capture Form	I		
Accomplishment 2 - Computer Program	II		
Accomplishment 3 - Pilot Study	III		
Accomplishment 4 - New Standards	IV		
TOTAL		210	11,426

1/ Operational costs and person years to complete all objectives are included in Objective 1 because funds are allocated in such a manner that do not allow provisions for this data to be broken out.

FY 1982 PROGRAM ACTIVITY PLAN  
FOR THE FOOD INGREDIENT ASSESSMENT DIVISION

ACTIVITY LEADER: G. C. Armstrong

ACTIVITY ABSTRACT:

The Food Ingredient Assessment Division (FIAD) is responsible for providing analytical, consultative, and planning services in the areas of food ingredients, nutrition, and product safety. The impact of the work performed by the division is national and international in scope and significance, since all classes of domestic, imported, and exported meat and poultry products, the ingredients used therein, and the compounds and packaging materials used in official plants are evaluated and approved either directly or indirectly by FIAD. The Division:

Conducts food consumption studies and, with other Science Divisions, conducts evaluations of exposure and estimates of health and safety hazards of food ingredients, additives, and residues.

Coordinates the formulation of FSIS nutrition policy, recommends necessary nutritional and chemical safety research, and serves as the FSIS information source on nutrition and product safety related subjects.

Develops nutritional and food safety criteria for use in formulating FSIS policy, particularly for meat and poultry products; develops technical information and criteria for methods to be used in assay of nutrients.

Determines the chemical safety of direct and indirect food additives used in food products regulated by FSIS, and evaluates packaging materials and chemical compounds for safety.

ACTIVITY OBJECTIVES:

1. Serve as a source of information for the Agency on nutrition-related topics; coordinate nutrition-related activities with other Agencies and Departments; coordinate clearance of Agency publications for accuracy of nutrition information; and provide nutrition evaluations to FSIS staff, as needed.
2. Conduct food consumption studies and exposure assessments of selected components of meat and poultry products.

Accomplishment 1: Create data files suitable for food consumption studies by modifying the USDA Nationwide Food Consumption Survey (NFCS) data tapes.

Accomplishment 2: Continue development of a supplemental food consumption data base by obtaining data on school lunch menus, food patterns of American Indians living on reservations, and military personnel. Create data files suitable for use in calculating consumption of populations which are underrepresented in the USDA-NFCS, and which may be at special risk.

3. Develop technical information on, and establish criteria for, determination of protein quality for regulatory purposes.

Accomplishment 1: Prepare a background paper on whether, to what extent, and under what conditions FSIS needs to be concerned about protein quality of foods or ingredients.

Accomplishment 2: Using the annotated bibliography prepared in FY 1981 as a source, prepare a table of values for human digestibility of proteins, and a list of foods or ingredients which are of concern to FSIS but for which data are lacking.

4. Determine the chemical safety of direct and indirect food additives used in meat and poultry products. Review manuscripts, Federal Register issuances, and other publications proposed by FSIS and other agencies for accuracy of information on that subject.

Accomplishment 1: Evaluate proprietary additive mixtures, such as branding inks and smoke flavors, submitted by industry, with a 4-week turnaround time.

Accomplishment 2: Publish a new list of proprietary direct and indirect additives similar to the existing "List of Chemical Compounds" to be used as an FSIS information source.

Accomplishment 3: Publish a dictionary, for possible use by consumers, of ingredients used in meat and poultry products.

5. Determine the chemical safety of packaging materials and non-food compounds used by industry during the processing of meat, poultry, shell eggs, and egg products. Maintain adequate records and initiate actions necessary to publish the "List of Chemical Compounds" and to provide information on that subject.

Accomplishment 1: Evaluate proprietary nonfood compounds and packaging materials submitted by industry with a 6-week turnaround time.

Accomplishment 2: Review with FDA the food additive status of compounds used to clean and sanitize shell eggs.

Accomplishment 3: Implement an automated system to notify firms of the requirement to review the list of their authorized compounds and advise FSIS of their status.

Accomplishment 4: Prepare for publication the proposed final action which would amend the Meat and Poultry Regulations to change the regulatory status of cooling and retort water compounds and to standardize the regulations concerning the evaluation procedure for nonfood compounds.

TABLE 24 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
FOOD INGREDIENT ASSESSMENT DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Nutrition Information and Counsel	Ongoing	2	55
Objective 2 - Exposure Assessments		3	80
Accomplishment 1 - Consumption Data	IV		
Accomplishment 2 - Supplemental Data Base	IV		
Objective 3 - Protein Quality Methods		2	55
Accomplishment 1 - Background Paper	II		
Accomplishment 2 - Human Bioavailability Data	III		
Objective 4 - Chemical Safety of Additives		2	55
Accomplishment 1 - Evaluation	Ongoing		
Accomplishment 2 - Additives List	III		
Accomplishment 3 - Ingredient Dictionary	II		
Objective 5 - Safety of Packaging Materials and Non-Food Compounds		20	480
Accomplishment 1 - Evaluation	Ongoing		
Accomplishment 2 - Additive Status	III		
Accomplishment 3 - Automated Review System	I		
Accomplishment 4 - Regulation Amendment	IV		
TOTAL		29	725

FY 1982 PROGRAM ACTIVITY PLAN  
FOR THE MICROBIOLOGY DIVISION

ACTIVITY LEADER: R. W. Johnston

ACTIVITY ABSTRACT:

The Microbiology Division is responsible for development of analytical methods for microbiological applications, for planning programs to monitor and survey meat and poultry for microbiological trends, for assurance of accuracy of microbiological procedures used in Science laboratories, and for advising FSIS officials of the significance of laboratory results. Microbiological analysis may be pertinent to assessment of food quality, the detection of public health hazards, economic adulteration, determination of the efficacy and safety of food additives and the detection of antibiotic residues in excess of legal tolerances. The Division:

Develops economical laboratory screening methods that permit the examination of sample numbers sufficiently large so that a small proportion of the samples will be selected as potentially violative.

Develops or selects laboratory reference methods which will withstand challenges from other scientists, industry, and others.

Executes special investigations on process or product safety and quality. The results of these investigations are used by FSIS in decision-making.

Participates with other units in FSIS and other agencies in the review of submitted technical information so as to advise on the accuracy and validity of such information. Reviews are conducted and prepared for consideration in FSIS policy decisions.

Conducts a Quality Assurance Program for the Microbiology Section in each Science Field Service Laboratory to maintain high standards of accuracy.

Conducts a microbiological monitoring and surveillance program for selected meat and poultry products and assesses the trends for sanitation and potential public health hazards.

ACTIVITY OBJECTIVES:

1. Develop a swab test for sulfa drugs (SST) and antibiotics in feed to support the Total Residue Avoidance Program (TRAP).

Accomplishment 1: Conduct literature review; prepare laboratory protocol.

Accomplishment 2: Develop experimental design for poultry withdrawal feeds and test in laboratory.

Accomplishment 3: Conduct field trial(s) on farm or in processing plant. Provide field with testing materials.

2. Develop and implement enzyme linked immunosorbent assay for staphylococcal enterotoxin D (SED) System.

Accomplishment 1: Obtain purified SED from Meloy Laboratories. Prepare anti-SED serum in rabbit.

Accomplishment 2: Develop ELISA SED test using test principles previously developed or adapted for ELISA staphylococcal enterotoxin A, B, C and E, that is, SEA, SEB, SEC, and SEE.

Accomplishment 3: Implement ELISA for staphylococcus enterotoxin test system for routine use at Beltsville.

Accomplishment 4: Trial and implement system for routine use in FSLD Laboratory.

3. Conduct study for Salmonella and other pathogens in cattle mesenteric lymph nodes. Some of the nodes in the mesenteric system remain in tissue and may be reservoirs for Salmonella.

Accomplishment 1: Conduct literature review.

Accomplishment 2: Design experiments and analyse samples.

Accomplishment 3: Prepare final report.

4. Institutionalize the current microbiological monitoring and surveillance program as a system.

Accomplishment 1: Develop a more comprehensive list of meat and poultry products to determine priority for monitoring. Rank the list for spoilage, sanitation and health implications.

Accomplishment 2: Design as part of the program a statistically sound monitoring plan for salmonellae in precooked pork sausage.

Accomplishment 3: Design as part of the program a statistically sound monitoring plan for the presence of Campylobacter fetus (unfrozen raw meat and poultry).

Accomplishment 4: Computerize data (MARCIS system). Publish quarterly reports for the calendar year depicting data summaries and trend analysis.

5. Shorten the analytical time for detecting Salmonella in meat and meat products.

Accomplishment 1: Develop an antibody-assisted approach by coating polystyrene beads or tubes with polyvalent antiserum and letting

these come in contact with nonselective enrichment cultures, as a means of concentrating the salmonellae.

Accomplishment 2: Evaluate the hydrophobic grid membrane filter method.

Accomplishment 3: Evaluate the Banwart screening method.

Accomplishment 4: Evaluate the Bacteria Technique "BACTEC" system. This is a scientific instrument that measures bacterial turbidity, i.e., the rate of growth of bacteria.

Accomplishment 5: Select the most accurate and fastest modification and provide to FSLD microbiological laboratories.

6. Develop a rapid method to detect thermonuclease in meat and poultry products.

Accomplishment 1: Review of literature of thermonuclease and possible production by other bacteria.

Accomplishment 2: Test various ways to remove meat substance which interfere with the thermonuclease test.

Accomplishment 3: Test for indicator systems which are not affected by interfering substances.

Accomplishment 4: Assemble the best possible system and test it with salami, ham, turkey and dressing, hash, and other foods.

Accomplishment 5: Calibrate sensitivity of the test with known concentration or units of purified thermonuclease.

Accomplishment 6: Evaluate and report data. Prepare manuscript for in-house and a scientific journal.

7. Prepare an Entomology and Extraneous Materials Training Manual that will utilize a self-training format.

Accomplishment 1: Prepare section "Microanalytical Extraction Methods and Isolation Techniques."

Accomplishment 2: Prepare section "Characterization and Identification of Food Contaminants."

Accomplishment 3: Prepare section "Animal Hair, Bird and Miscellaneous Contamination."

Accomplishment 4: Prepare section "The Role of the Entomology and Extraneous Materials Laboratory as it applies to FSIS."

8. Improve and field test the sulfa swab test (SST).

Accomplishment 1: Develop plan to improve the specificity of the sulfa swab test in hogs and turkeys.

Accomplishment 2: Conduct laboratory tests per Accomplishment 1.

Accomplishment 3: Trial modified method in a hog plant.

Accomplishment 4: Trial modified method in an integrated turkey processing plant.

9. Develop quality assurance plan for microbiology laboratories.

Accomplishment 1: Review existing plan.

Accomplishment 2: Develop and implement an improved quality assurance plan for microbiology laboratories.

10. Develop an enzyme immunoassay (EIA) method for chloramphenicol in animal tissue for use in the laboratory to identify the compound.

Accomplishment 1: Review literature and design experiment.

Accomplishment 2: Develop method and determine specificity and sensitivity on drug.

Accomplishment 3: Trial method on incurred or spiked tissues.

11. Plan, assist, and evaluate the Microbiology section of each Field Service Laboratory that provides microbiology services to Science and FSIS.

Accomplishment 1: Identify technical service needs of the laboratories and develop recommendations for changes in methods, reagents, equipment and facilities to meet incoming needs.

Accomplishment 2: Plan and conduct one Microbiologist-in-Charge (MIC) meeting. The purpose of the meeting is for Beltsville and Washington Division scientists to present new programs and methods to the microbiologists-in-charge in the Field Service laboratories. Supervisory and technical problems will also be discussed.

Accomplishment 3: Conduct an on-site technical review of each of three field microbiology sections to identify and assist with problems and assure that activities are directed toward national program goals.

TABLE 25 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
MICROBIOLOGY DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Swab Test, Finishing Feeds		4	125
Accomplishment 1 - Literature Review	I		
Accomplishment 2 - Study Design	II		
Accomplishment 3 - Field Trials	III		
Objective 2 - ELISA Test for Staphylococcal Enterotoxin D		5	125
Accomplishment 1 - Antisera	I		
Accomplishment 2 - Laboratory Trials	II		
Accomplishment 3 - Testing at Beltsville	III		
Accomplishment 4 - Implementation	IV		
Objective 3 - Salmonella in Cattle Lymph Nodes		5	160
Accomplishment 1 - Literature Review	I		
Accomplishment 2 - Study and Test	III		
Accomplishment 3 - Final Report	IV		
Objective 4 - Microbiological Monitoring and Surveillance Program		5	160
Accomplishment 1 - Monitoring for salmonellae	II		
Accomplishment 2 - Monitoring Campylobacter fetus	I		
Accomplishment 3 - Product Listing	III		
Accomplishment 4 - Computerize Data; Generate Reports	IV		
Objective 5 - Short Salmonella Method Trial		5	125
Accomplishment 1 - Antisera Trial	IV		
Accomplishment 2 - Hydrophobic Membrane Trial	IV		
Accomplishment 3 - SEA (Banwart) Trial	III		
Accomplishment 4 - "BACTEC" Trial	III		
Accomplishment 5 - Implementation	IV		

TABLE 25 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
MICROBIOLOGY DIVISION - Continued

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 6 - Rapid Thermonuclease Test for Food		5	125
Accomplishment 1 - Literature Review	I		
Accomplishment 2 - Interference Removal	II		
Accomplishment 3 - Trial Indicator Systems	III		
Accomplishment 4 - Lab Trials	III		
Accomplishment 5 - Sensitivity	IV		
Accomplishment 6 - Final Report and Implementation	IV		
Objective 7 - Training Manual: Detection of Extraneous Material		3	100
Accomplishment 1 - Extraction	II		
Accomplishment 2 - Identification	III		
Accomplishment 3 - Origins	IV		
Accomplishment 4 - Applications	IV		
Objective 8 - Improved Sulfa Swab Test		4	125
Accomplishment 1 - Specificity Plan	I		
Accomplishment 2 - Tests	II		
Accomplishment 3 - Field Trial, Poultry Plant	III		
Accomplishment 4 - Field Trial, Hog Plant	IV		
Objective 9 - Quality Assurance Plan		5	160
Accomplishment 1 - Review	I		
Accomplishment 2 - QA Program	IV		
Objective 10 - EIA Chloramphenicol		5	160
Accomplishment 1 - Literature Review	I		
Accomplishment 2 - Trial Method on Drug	II		
Accomplishment 3 - Trial Method on Tissue	IV		

TABLE 25 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
MICROBIOLOGY DIVISION - Continued

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 11 - Microbiology Laboratory Review		4	125
Accomplishment 1 - Methods and Equipment	II		
Accomplishment 2 - MIC Conference	III		
Accomplishment 3 - Technical Review	IV		
		_____	_____
TOTAL		50	1,490

FY 1982 PROGRAM ACTIVITY PLAN  
FOR THE PATHOLOGY AND EPIDEMIOLOGY DIVISION

ACTIVITY LEADER: J. C. Leighty

ACTIVITY ABSTRACT:

The Pathology and Epidemiology Division develops the pathology, epidemiology, and serology programs that provide support for meat and poultry inspection and other FSIS activities. The Division:

Investigates conditions potentially hazardous to human and animal health.

Operates a foodborne hazard control center for receiving reports from Department employees, State health departments, Federal agencies, and the public.

Conducts epidemiological investigations, determines the basis of the problem, and recommends preventive measures for the future.

Develops and monitors the operation of a pathology service program for the field program.

Develops and presents continuing education programs in pathology and epidemiology for staff and field veterinarians.

Conducts pathological, epidemiological, and serological studies of infectious and toxic agents associated with food animals and food.

Develops serological testing systems for the detection of infectious and toxic agents in food animals and food.

Maintains liaison with State, Federal, and international health agencies related to pathological, epidemiological, and serological matters associated with food hygiene.

ACTIVITY OBJECTIVES:

1. Contribute to the development of criteria for the ante-mortem and post-mortem inspection of meat and poultry; the reinspection and laboratory examination of meat and poultry and related products.

Accomplishment 1: Work with a committee to re-evaluate swine post-mortem inspection procedures.

Accomplishment 2: Participate in a working group to re-evaluate ante-mortem and post-mortem inspection regulations.

Accomplishment 3: Work with a committee to re-evaluate cattle post-mortem procedures.

Accomplishment 4: Participate in national meetings to correlate the criteria for ante-mortem and post-mortem inspection of food animals.

Accomplishment 5: Conduct a survey of visual aid materials on hydatid disease.

Accomplishment 6: Survey clinical pathology techniques that can be used in slaughtering plants and in Field Service Laboratories.

Accomplishment 7: Maintain a reference set of normal tissues of each species of food animals for use of staff and Field Service Laboratories.

Accomplishment 8: Establish frequency and significance of turkey spleen and liver lesions preparatory to a possible identification of gross differentiating features.

Accomplishment 9: Establish means of differentiating at ante-mortem inspection some of the systemic diseases of turkeys.

Accomplishment 10: Special Diagnostics - validation of the method used in the histological identification of adulterants (partially defatted tissues, heart and soy flour) in comminuted products.

2. Evaluate selected diseases and conditions that affect animals at the time of ante-mortem and post-mortem inspection.

Accomplishment 1: Work with the Agricultural Research Service (ARS) to correlate the presence of pyrrolizidine plant toxins in bovine tissues with lesions in the liver.

Accomplishment 2: Establish the frequency and significance of melanotic tumors in the slaughtered swine population in both the market hogs (about 6 months of age) and the older hogs (breeding sows and males). Identification of differentiating characteristics may be a possibility.

Accomplishment 3: Establish the frequency and significance of melanotic tumors in slaughtered gray and other color horses.

3. Conduct studies of selected foods associated with health and economic hazards; conduct epidemiological investigations to evaluate, control and recommend preventative measures for reported health hazards.

Accomplishment 1: Provide epidemiological investigatory support for the Contamination Response System (CRS).

Accomplishment 2: Obtain peer reviews of a monograph on the hazard to human health and develop recommendations for program policy on

mycobacteria in pork based on the findings developed in the monograph.

Accomplishment 3: Operate a Foodborne Hazard Control Center (FBHCC) for coordinating the reporting, investigation and control of health hazards involving foods.

Accomplishment 4: Develop a pilot project to survey food animals for Toxoplasma antibodies.

Accomplishment 5: Develop a five year base of FBHCC cases in the data system.

4. Plan, assist, and evaluate the Pathology section of each Field Service Laboratory that provides diagnostic pathology services to field veterinarians.

Accomplishment 1: Identify technical service needs of the laboratories and develop recommendations for changes in methods, reagents, equipment and facilities to meet incoming needs.

Accomplishment 2: Conduct one national pathology meeting for the training of pathologists and regional ante-mortem and post-mortem inspection specialists, the identification of inspection problems and the coordination of laboratory programs.

Accomplishment 3: Conduct an on-site technical review of each of three field pathology sections to identify and assist with problems and assure that activities are directed toward national program goals.

Accomplishment 4: Complete the development of work measurement standards for pathology use in efficient laboratory staffing.

5. Develop and present continuing education programs for field veterinarians in pathology, epidemiology, and related veterinary sciences.

Accomplishment 1: Prepare textual material to be used for videotapes on different diseases of food animals.

Accomplishment 2: Conduct continuing education programs for field veterinarians.

Accomplishment 3: Initiate the development of a system for identifying, editing and publishing fascicles for inclusion in an Atlas of Meat Inspection Pathology.

6. Develop serological tests for selected toxic and infectious agents associated with food.

Accomplishment 1: Direct activities of contractors who are developing basic testing systems, procedures or reagents for performance of selected serological tests.

Accomplishment 2: Implement a field trial of the Enzyme Immunoassay (EIA) trichinella test.

Accomplishment 3: Initiate development of an EIA testing procedure for swine mycobacteriosis.

Accomplishment 4: Seek out and evaluate alternative serological testing systems and procedures.

Accomplishment 5: Initiate field laboratory trial for penicilloyl EIA procedure (this will begin after the field trial of the trichinella test has been completed).

Accomplishment 6: Initiate field laboratory trial for gentamicin EIA procedure (this will begin after the field trial of the trichinella test has been completed).

TABLE 26 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
PATHOLOGY AND EPIDEMIOLOGY DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Inspection Criteria		1	43
Accomplishment 1 - Swine PM Committee	Ongoing		
Accomplishment 2 - AM and PM Committee	Ongoing		
Accomplishment 3 - Cattle PM Committee	Ongoing		
Accomplishment 4 - Correlation Meetings	Ongoing		
Accomplishment 5 - Hydatid Disease Visuals	I		
Accomplishment 6 - Clinical Pathology	I		
Accomplishment 7 - Reference Tissues	II		
Accomplishment 8 - Turkey Spleen and Liver Lesions	IV		
Accomplishment 9 - AM Systemic Diseases of Turkeys	IV		
Accomplishment 10 - Special Diagnostics	IV		
Objective 2 - Disease Evaluation	IV	3	130
Accomplishment 1 - Pyrrolizidine Study			
Accomplishment 2 - Swine Melanotic Lesions			
Accomplishment 3 - Horse Melanotic Lesions			
Objective 3 - Epidemiology Studies		7	300
Accomplishment 1 - CRS Epidemiology	Ongoing		
Accomplishment 2 - Mycobacteriosis	III		
Accomplishment 3 - FBHCC	Ongoing		
Accomplishment 4 - Toxoplasma Gondii	I		
Accomplishment 5 - FBHCC Data Base	IV		
Objective 4 - Pathology Program		3	130
Accomplishment 1 - Program Planning	Ongoing		
Accomplishment 2 - National Meeting	IV		
Accomplishment 3 - Program Review	IV		
Accomplishment 4 - Work Standards	II		
Objective 5 - Continuing Education	Ongoing	2	90
Accomplishment 1 - Video Tapes			
Accomplishment 2 - Educational Programs			
Accomplishment 3 - Atlas			

TABLE 26 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
PATHOLOGY AND EPIDEMIOLOGY DIVISION - Continued

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 6 - Serological Tests		9	346
Accomplishment 1 - Contractors	Ongoing		
Accomplishment 2 - Trichinosis	IV		
Accomplishment 3 - Swine Mycobac- teriosis	IV		
Accomplishment 4 - Alternatives	Ongoing		
Accomplishment 5 - Penicilloyl Field Trial	Ongoing		
Accomplishment 6 - Gentamicin Field Trial	Ongoing		
		_____	_____
TOTAL		25	1,039

FY 1982 PROGRAM ACTIVITY PLAN FOR THE  
RESIDUE EVALUATION AND SURVEILLANCE DIVISION

ACTIVITY LEADER: J. E. Spaulding

ACTIVITY ABSTRACT:

The Residue Evaluation and Surveillance Division is responsible for developing an overall approach to control residues occurring in the meat and poultry supply so that the incidence and levels of toxic compounds present are held to the absolute minimum. According to the legal definition of adulteration of meat and poultry products, a product must be considered adulterated when it contains substances which are considered or may be considered hazardous to health. This makes the detection of residues an essential part of the total inspection efforts to detect adulteration in the meat supply. The Division:

Plans domestic and foreign residue monitoring and surveillance programs to detect the presence and extent of residues in meat and poultry.

Encourages residue programs within States and private industries, both on a cooperative and on an independent basis, and interacts with other Federal agencies to assure that their programs are not contributing to a residue problem in meat and poultry.

Advises and counsels foreign governments about ways to operate a successful residue program so that imported meat does not contain residues.

Participates with Extension Service and professional organizations to increase producer awareness of the need to include consideration of residue control in their management programs.

ACTIVITY OBJECTIVES:

1. Plan and coordinate the functions of the domestic residue program.

Accomplishment 1: Hold two meetings of the Surveillance Advisory Team to assure that the FSIS residue program includes specific compounds of interest to FDA and EPA.

Accomplishment 2: Expand the scope of the residue program by adding new compound/species pairs to the total program.

Accomplishment 3: Publish a quarterly report on the evaluation of data and trends in residue levels in each species to include discussions accompanied by graphics.

Accomplishment 4: Continue work on the Compendium Project. Add 15 high priority compounds to Phase I and Phase II. Evaluate 10 environmental contaminants suggested by EPA for residue potential.

Accomplishment 5: Participate in the Contamination Response System (CRS) in support of FSIS.

Accomplishment 6: Plan and supervise the Science residue monitoring program.

2. Expand the implant testing program.

Accomplishment 1: Coordinate distribution of STOP equipment with Operations to facilitate use of the program in more calf and cattle plants.

Accomplishment 2: Determine the most practical way to use the sulfa swab test (SST) through pilot programs when the test is fully acceptable for field use.

3. Cooperate with Denton Training Center in development of educational material to train inspection personnel and industry about residues.

Accomplishment 1: Develop information on 4 classes of toxic compounds in a format to be useful for residue investigations.

Accomplishment 2: Develop simplified guidelines for use by Operations personnel to investigate residue problems.

4. Improve the Foreign Residue Program:

Accomplishment 1: Develop basic information on agricultural production practices for meat and poultry production in the United States to serve as an example of information desired from foreign countries.

Accomplishment 2: Obtain toxicological information and analytical methods for at least four compounds used in agricultural production in foreign countries which are not used in the United States.

Accomplishment 3: Review residue programs in at least eight foreign countries to determine how all facets of their drug, pesticide, and animal testing programs interrelate.

5. Provide toxicological support to Science and other FSIS units.

Accomplishment 1: Evaluate direct and indirect food additives in support of the Food Ingredient Assessment Division.

Accomplishment 2: Prepare toxicological fact sheets and safety considerations for 15 commonly used laboratory reagents which are used by FSIS.

6. Initiate portions of a Total Residue Avoidance Program (TRAP).

Accomplishment 1: Prepare draft copy of program for review within FSIS and within the Department.

Accomplishment 2: Discuss the program in detail with industry/producer/consumer groups.

Accomplishment 3: Cooperate with interested industry and producer groups to develop specific programs for their needs.

Accomplishment 4: Establish flock/herd residue profiles which characterize normal conditions when label directions have been followed. Establish profiles for six compound/species pairs.

TABLE 27 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
RESIDUE EVALUATION AND SURVEILLANCE DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Residue Program Operations	Ongoing	8	340
Accomplishment 1 - Surveillance Advisory Team			
Accomplishment 2 - Expanded Number of Compounds	IV		
Accomplishment 3 - Residue Level Evaluation Report	IV		
Accomplishment 4 - Compendium	Ongoing		
Accomplishment 5 - CRS Program	Ongoing		
Accomplishment 6 - Monitoring Program	Ongoing		
Objective 2 - Expand Inplant Testing		1	42
Accomplishment 1 - Evaluation - STOP in Calves	II		
Accomplishment 2 - Implementation - Calves	III		
Objective 3 - Increase Knowledge		2	85
Accomplishment 1 - Toxic Compounds	Ongoing		
Accomplishment 2 - Investigative Guidelines	III		
Objective 4 - Improve Foreign Programs		2	85
Accomplishment 1 - Basic Information	II		
Accomplishment 2 - Toxicological Information	III		
Accomplishment 3 - Review of Foreign Program	IV		
Objective 5 - Toxicological Support		1	42
Accomplishment 1 - Food Additives	Ongoing		
Accomplishment 2 - Laboratory Reagents	III		

TABLE 27 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
RESIDUE EVALUATION AND SURVEILLANCE DIVISION - Continued

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 6 - Total Residue Avoidance Program (TRAP)		3	128
Accomplishment 1 - Draft Copy	II		
Accomplishment 2 - Industry Groups	III		
Accomplishment 3 - Model Program	IV		
Accomplishment 4 - Flock/Herd Profiles	IV		
		<hr/>	<hr/>
TOTAL		17	722







FY 1982 PROGRAM AREA PLAN  
FOR ADMINISTRATIVE MANAGEMENT

PROGRAM LEADER: J. A. Powers

PROGRAM ABSTRACT:

The Administrative Management Program area is responsible for providing administrative management services to meet FSIS needs. This program area participates with the Administrator in the planning and formulation of policies and programs for the effective direction of FSIS programs, and with other components of FSIS in developing and reviewing policy and procedures relating to FSIS programs. Additionally, Administrative Management provides all organizational segments of FSIS with a variety of administrative management services. These services include budget formulation, presentation and execution; financial analysis; personnel administration and resource management; organizational review, analysis and response; Agency information access and control; management of material procurement, real and personal property and office services; and labor management relations.

This program area executes cooperative agreements and Master Memoranda of Understanding for all agreements between FSIS and other agencies and all servicing agreements. Also, Administrative Management implements national, Department, and FSIS administrative management policies, program goals, and objectives. Administrative Management also coordinates activities and provides leadership, assistance, guidance, and expertise in the implementation of the Equal Employment Opportunity Program.

PROGRAM GOALS:

1. Present and justify the Agency's FY 1983 budget and formulation of the FY 1984 budget to the Department, OMB, and Congress.
2. Operate the budget execution for the Agency's financial resources and funds control.
3. Provide accounting system and procedures for improving FSIS financial management. Increase the economy, efficiency, and effectiveness of Agency accounting-related operations.
4. Procure required equipment, supplies, and services in a timely and cost-efficient manner.
5. Maintain a successful and effective labor-management program.
6. Operate an effective personnel management system, including the development and implementation of an aggressive affirmative action plan.

TABLE 28 - ADMINISTRATIVE MANAGEMENT PROGRAM AREA:  
RESOURCES PLANNED FOR FY 1982

Program Activity	FY 1982 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Administrator	7	3	551	6
Office of the Deputy Administrator	4	2	242	3
Administrative Services Division	83	31	2,633	31
Budget Division	24	9	620	7
Finance Division	24	9	692	8
Personnel Division	118	44	3,638	42
Labor Management Relations Staff	6	2	238	3
Central Support and Program Standard Level User Charges (SLUC)	-	-	18,046 <u>1/</u>	-
Total Program Area	266	100	26,660	100

1/ Dollar resources are for Agency-wide use; thus, they are not prorated among activities.

FY 1982 PROGRAM ACTIVITY PLAN FOR THE  
ADMINISTRATIVE SERVICES DIVISION

ACTIVITY LEADER: O. V. Cummings, Jr.

ACTIVITY ABSTRACT:

The Administrative Services Division (ASD) provides a variety of administrative support services to the FSIS program and management divisions. These services include technical assistance in developing specifications and requirements for construction, service, and equipment contracts, and interpretation of the standards for the procurement of materials and supply items. The searching out and awarding of contracts to small and minority contractors receives special emphasis. ASD is also responsible for the Agency-wide property management system, and for headquarters level messenger, supply, and labor support.

ASD formulates plans, policies, and procedures for records and correspondence management as well as forms and reports management. The establishment and maintenance of an effective directive issuance system for FSIS is another Division responsibility. Additionally, ASD develops plans, policies, and procedures governing the Agency's printing, binding, and distribution systems, and tracks postage costs and other related data to meet postal requirements.

ACTIVITY OBJECTIVES:

1. Procure required equipment, supplies, and services in a timely and cost effective manner, giving special emphasis to the procurement preference programs.

Accomplishment 1: Meet the agreed to goals of the procurement preference programs as follows:

- 30 percent of prime contract dollars to small business
- 10 percent of all procurement to 8a firms
- 5 percent of prime contract dollars to small and disadvantaged firms
- 3 percent of all procurement dollars to women owned firms
- 10 percent of all procurement dollars to labor surplus areas

Accomplishment 2: Process all program requests for goods and services in a timely manner compatible with good procurement practices.

2. Maintain an effective personal and real property management control system.

Accomplishment 1: Continue to maintain the FSIS property systems by updating information as required. Work with the Department and NFC

to establish an effective relationship to improve the FSIS property systems so that acceptable reports and inventories can be produced.

Accomplishment 2: Maintain the automated Agency-leased vehicle system and improve its use as a management tool to control costs.

Accomplishment 3: Provide effective space management services to Agency personnel at headquarters and in the field. Coordinate ASD activities with Contamination Response System Group as required.

Accomplishment 4: Maintain the computerized space management information system in the Washington, D.C., complex by updating all changes on a monthly basis.

Accomplishment 5: Provide professional architectural and safety engineering service to the Science program laboratories.

3. Provide effective mail, supply, messenger, and laborer services.

Accomplishment 1: Improve turn-around time in responding to headquarters personnel requests for administrative support.

4. Provide technical guidance, direction, and support to FSIS field activities.

Accomplishment 1: Conduct a minimum of 30 field reviews of administrative support activities to assure compliance with established procedures.

Accomplishment 2: Respond to all requests for guidance and direction in administrative matters and, when required, provide on-site assistance.

Accomplishment 3: Provide formal on-the-job training in procurement and property management activities for field administrative support personnel.

5. Maintain an effective and supportive paperwork management system.

Accomplishment 1: Evaluate findings of FY 1981 Postage Tracking Project.

Accomplishment 2: Evaluate the first year performance of the FSIS Crisis Management Program to determine its effectiveness to respond to emergency situations. Conduct these on-site reviews (VA, MD, PA). Conduct telephone/mail surveys at selected locations to determine effectiveness of records on-site to meet requirements in the event of a national disaster emergency.

Accomplishment 3: Analyze the impact of implementing an Agency-wide numeric file/disposal system.

Accomplishment 4: Develop a plan for a more realistic and cost effective distribution system for promulgating FSIS directives to field personnel.

Accomplishment 5: Conduct a minimum of two training workshops in writing and editing Agency directives.

6. Provide forms design and printing service to meet program needs.

Accomplishment 1: Provide forms design and analyses to meet Agency needs.

Accomplishment 2: Provide printing services to meet Agency needs.

TABLE 29 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
ADMINISTRATIVE SERVICES DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Procure Equipment, Supplies, and Services	IV		
Accomplishment 1 - Procurement		7	215
Accomplishment 2 - Process Program Requests		4	96
Objective 2 - Maintain Control System	IV		
Accomplishment 1 - Control System		5	172
Accomplishment 2 - Leased Vehicles		2	50
Accomplishment 3 - Space Management		6	195
Accomplishment 4 - Information System		3	140
Accomplishment 5 - Architectural Safety Engineering		2	82
Objective 3 - Provide Services	IV	20	785
Accomplishment 1 - Administrative Support			
Objective 4 - Support to FSIS Field Activities	IV		
Accomplishment 1 - Field Reviews		3	80
Accomplishment 2 - Guidance and Assistance		3	73
Accomplishment 3 - On-the-Job Training		2	73
Objective 5 - Paperwork Management Program			
Accomplishment 1 - Postage Training	III	3	61
Accomplishment 2 - Crisis Management	II	2	45
Accomplishment 3 - Filing and Disposal Systems	III	3	55
Accomplishment 4 - Editor/Writer Workshops	III	2	48
Accomplishment 5 - Analysis of Directives Distribution System	IV	2	48

TABLE 29 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
ADMINISTRATIVE SERVICES DIVISION - Continued

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 6 - Provide Forms, Design, and Printing	IV		
Accomplishment 1 - Forms Design and Analysis		6	205
Accomplishment 2 - Process Printing Requests		<u>8</u>	<u>210</u>
TOTAL		83	2,633

FY 1982 PROGRAM PLAN  
FOR THE BUDGET DIVISION

ACTIVITY LEADER: W. L. West

ACTIVITY ABSTRACT:

The Budget Division is responsible for the guidance, direction, and coordination of the overall budget; planning and forecasting; and evaluation of the processes necessary to meet Agency and Department requirements, including: formulation, presentation, justification, and execution of the budget. In addition, the Division participates in establishing program objectives, quarterly milestones, and annual budget targets. Also, the Division coordinates development of annual travel plans and other operational and/or technical plans. Another function includes tracking, reviewing, and evaluating program budget progress on a continuing basis to identify trends and potential and actual problems.

ACTIVITY OBJECTIVES:

1. Present and justify the Agency's FY 1983 budget.

Accomplishment 1: Present the FY 1983 budget to Department officials, OMB, and Congress. Prepare and submit approximately 12 budget schedules to the Department, OMB, and Congress in the form of the President's Budget. Coordinate the development of two Opening Statements and the presentation of the FY 1983 budget to Congress.

Accomplishment 2: Justify the FY 1983 budget to the Department, OMB, and Congress. Review and implement the Department and OMB marks, prepare briefings on the impact of these marks, and when necessary, prepare data for appeal of the allowances. Prepare approximately 300 pages of questions and answers and issue papers to prepare witnesses for congressional hearings. Coordinate the editing of approximately 350 pages of congressional transcripts and assist in developing answers to approximately 200 congressional questions for the hearing record.

2. Formulate the FY 1984 budget estimates.

Accomplishment 1: Agency estimates. Review budgetary needs for FY 1984 proposed by the program and administrative staffs. Prepare materials to allow review and evaluation of changes. Coordinate Agency plans for FY 1984 and express in approximately 44 program packages and supporting material for submission through the Assistant Secretary to the Department in early July.

Accomplishment 2: Department estimates. Prepare approximately 50 pages of material supporting the Agency estimates for review by Department budget and administrative officers. Revise Agency estimates to conform with the Department mark. Prepare additional materials for submission of the FSIS budget to OMB.

3. Operate budget execution for the Agency's financial resources and funds control and improve the fund control system.

Accomplishment 1: Develop and implement the Agency financial operating plans. Assist in the development, review, and implementation of 86 annual operating plans for Agency suborganizations. Make recommendations for revising and assist in implementing revisions to about 70 operating plans.

Accomplishment 2: Control the Agency budget. Report overall use of planned funds to the Department and OMB by means of four apportionment schedules. Prepare and issue 10 allotment schedules and 61 allocations for internal Agency funds control and use of funds for purposes specifically restricted by Appropriations Act language.

Accomplishment 3: Monitor and keep Agency management informed of status of funds authorization and utilization relative to total Agency availability and operating plans. Prepare and present 13 4-week reports to the Administrator, Associate Administrator, Deputy Administrators, and other Agency managers on the status of funds authorization and utilization.

Accomplishment 4: Prepare budget schedules and supporting documentation for Agency budget request.

Accomplishment 5: Analyze and evaluate the form and content of the monthly, quarterly, and end-of-year external reports generated from the accounting system operated for the Agency by the National Finance Center and make recommendations for new or revised reports of summaries, which will improve and enhance budget execution and control functions.

Accomplishment 6: Initiate periodic analyses and reviews to determine trends in staff and program resource utilization (i.e., Agency use of other than full-time permanent positions, details, change of station, overtime, etc.).

4. Provide miscellaneous other services. This includes: costing out legislation, GAO responses, congressional inquiries and special reports and analyses.

TABLE 30 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
BUDGET DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - FY 1983 Agency Budget			
Accomplishment 1 - Presentation	II	2.5	63
Accomplishment 2 - Justification	III	3.5	89
Objective 2 - FY 1984 Budget Estimates			
Accomplishment 1 - Agency Estimates	II	1.0	26
Accomplishment 2 - Department Estimates	IV	3.0	78
Objective 3 - Budget Execution			
Accomplishment 1 - Financial Plans	I	1.0	26
Accomplishment 2 - Funds Control	II	2.0	52
Accomplishment 3 - Status Reports	As Scheduled	4.0	104
Accomplishment 4 - Budget Schedules	I	1.0	26
Accomplishment 5 - Accounting Reports	IV	2.0	52
Accomplishment 6 - Analysis	IV	2.0	52
Objective 4 - Miscellaneous	Ongoing	_____	_____
TOTAL		24.0	620

FY 1982 PROGRAM ACTIVITY PLAN  
FOR THE FINANCE DIVISION

ACTIVITY LEADER: J. P. Blair

ACTIVITY ABSTRACT:

The Finance Division provides staff leadership as well as financial management services and assistance to the Food Safety and Inspection Service managers and program leaders in the areas of accounting, fund control, and financial reporting. In this capacity the division functions as the liaison with the National Finance Center (NFC) in providing our Agency with an accounting system within the framework of the Department's Centralized Accounting System concept.

FSIS is one of two USDA services designated by the Office of Operations and Finance to discharge USDA's cognizant Federal agency assignments made by the Office of Management and Budget (OMB). In FSIS, Finance Division is responsible for the negotiation of State grantee departments' cost allocation plans, as well as for carrying out the other provision of the Circular.

ACTIVITY OBJECTIVES:

1. Provide technical assistance and guidance on interpretations of laws, regulations, policies and decisions, relating to fiscal activities.

Accomplishment 1: Provide assistance on approximately 800 travel inquiries and review approximately 90 travel authorizations, domestic and foreign, for compliance with applicable regulations and recommend approval.

Accomplishment 2: Perform three audits of imprest fund activities.

2. Interface with the centralized accounting system, NFC, by serving as focal point for the receipt and processing of all miscellaneous payment and collection functions not performed by NFC.

Accomplishment 1: Process approximately 3,000 miscellaneous invoices for payment and collection for deposit through NFC.

Accomplishment 2: Update centralized accounting system at the end of each accounting period with estimates of all miscellaneous unpaid accrued obligations. Approximately 2,500 transactions will be required.

Accomplishment 3: Administer the Letter of Credit program through the Treasury Regional Disbursing Offices for financing States' costs under the Meat and Poultry Inspection cooperative program. This will include processing approximately 350 authorizations and monitoring approximately 400 draw downs.

Accomplishment 4: Analyze approximately 500 internal and external accounting reports and interpret the results.

3. Provide accounting system and procedures for improving FSIS Financial Management. Increase the economy, efficiency, and effectiveness of Agency accounting related operations.

Accomplishment 1: Make approximately 24 recommendations and prescribe overall accounting systems, instructions, and procedures to meet the needs of the Agency. Review current procedures and provide for revisions due to program and policy changes. Coordinate financial policies and collaborate with other units of the Agency to insure maximum effectiveness of program operations.

Accomplishment 2: Plan and conduct approximately three surveys of accounting systems and procedures to determine whether positive and sound accounting and financial management policies are in effect. Recommend integrated plans, policies, and program for financing various programs.

Accomplishment 3: Make 100 technical consultations with and provide guidance to programs officials on financial problems and operations. Provide two training programs for FSIS personnel on new or revised financial management systems and procedures.

4. Support FSIS financial management through the conduct of field reviews, negotiations of indirect cost rates, resolution of fiscal audit exceptions, and performance of special projects.

Accomplishment 1: Conduct field reviews of 10 State organizations cooperating in the Federal-State Meat and Poultry Inspection Program.

Accomplishment 2: Negotiate approximately 30 indirect cost rates for State grantee organizations for which FSIS acts as the cognizant Federal Agency.

Accomplishment 3: Review, analyze, and resolve findings with financial management implications contained in Office of the Inspector General (OIG) program-related audit reports, and fiscal audit exceptions contained in indirect cost proposal audit reports, within 45 days of receipt.

Accomplishment 4: Perform two special projects for the purpose of assisting management in making program and policy decisions.

TABLE 31 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
FINANCE DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Technical Assistance	IV		
Accomplishment 1 - Travel Policy		2.2	63
Accomplishment 2 - Imprest Fund		.3	9
Objective 2 - Accounting	IV		
Accomplishment 1 - Miscellaneous Payments and Collections		2.5	65
Accomplishment 2 - Update Central Accounting System		2.0	43
Accomplishment 3 - Letter of Credit Cooperative Programs		2.0	58
Accomplishment 4 - Internal and External Report Analysis		3.0	86
Objective 3 - Policies and Procedures	IV		
Accomplishment 1 - Accounting Systems and Procedures		2.0	61
Accomplishment 2 - Financial Surveys		1.5	46
Accomplishment 3 - Technical Advice		1.5	46
Objective 4 - Field Review and Analysis	IV		
Accomplishment 1 - Field Reviews		3.0	92
Accomplishment 2 - Indirect Cost Ratios <u>1/</u>		2.0	61
Accomplishment 3 - Fiscal Audit Exceptions <u>2/</u>		1.0	31
Accomplishment 4 - Special Projects		<u>1.0</u>	<u>31</u>
TOTAL		24.0	692

1/ Contingent upon the timely submission of indirect cost proposals by State organizations and timely approval of Statewide Cost Allocation Plans by the Department of Health and Human Services.

2/ Contingent upon the number of audits performed for FSIS by OIG and/or their representatives.

FY 1982 PROGRAM ACTIVITY PLAN  
FOR THE PERSONNEL DIVISION

ACTIVITY LEADER: W. J. Hudnall

ACTIVITY ABSTRACT:

The Personnel Division aids FSIS management officials in achieving effective personnel management as part of their overall management responsibility. Support includes: planning, staff leadership, operation of the personnel management system, and assistance in a variety of areas. These areas include: organization, position management, position classification, and pay administration; recruitment and placement; safety; employee development and training with respect to executive and managerial development, supervisory training, administrative and clerical training and related activities; and employee relations.

ACTIVITY OBJECTIVES:

1. Plan, coordinate and direct the Agency Classification, Organization and Position Management and Pay Administration Program.

Accomplishment 1: Manage the Agency classification and pay program through the development and maintenance of policies and procedures related to the implementation of new classification standards, the conduct of position maintenance reviews; the adjudication of classification appeals; pay administration of Title 5 and the Fair Labor Standards Act (FLSA); and the timely processing of garnishment cases.

Accomplishment 2: Manage the Agency position management and organization programs through the development and maintenance of policies and procedures related to the administration of the Senior Level Position Management Committee, review of average grade trends; cyclical review and update of Agency functional statements and senior level staffing pattern; and the conduct of organizational and position management studies.

Accomplishment 3: Develop and maintain policies and procedures and provide assistance to Agency management in the areas of leave administration and hours of work.

2. Plan and direct the Agency Employment and Recruitment Program.

Accomplishment 1: Provide guidance and direction in establishing and implementing a new employee orientation program. Uniform, structured, and formal orientation training will be provided at field locations and at Headquarters by designated trainers.

Accomplishment 2: Evaluate the FY 1981 Federal Equal Opportunity Recruitment Program (FEORP) and develop and implement the FY 1982 FEORP.

Accomplishment 3: Conduct performance standards validation studies; implement the new performance appraisal procedures and adjudicate employee disputes; and evaluate the merit pay performance standards system and merit pay pool configurations.

Accomplishment 4: Implement the new merit promotion plan.

Accomplishment 5: Coordinate the health benefits open season.

Accomplishment 6: Publish the annual list of sensitive positions.

Accomplishment 7: Monitor and evaluate the new minority designation group coding system.

3. Plan and direct Agency Employee Development and Safety Program.

Accomplishment 1: Conduct FSIS training courses, including supervisory and managerial training and skills training.

Accomplishment 2: Conduct the Agency Executive Development Program including the Career Development Program for Women and the Executive Managerial Development Program.

Accomplishment 3: Conduct special training and development courses including the nationwide Adult Basic Education Program, the Goddard Quality Control Program, the Ethics and Conduct media-based program, and Equal Employment Opportunity training including the College Study Program.

Accomplishment 4: Research and develop new training programs such as the Executive Staff Officer Training Program.

Accomplishment 5: Administer the Agency Safety and Health Program.

Accomplishment 6: Service Senior Executive Service (SES) Individual Development Plans (IDP's).

4. Plan and direct the Employee Relations Program.

Accomplishment 1: Encourage employee productivity through the Employee Suggestion and Awards Program.

Accomplishment 2: Adjust current Agency assistance to employees in compliance with new Employee Assistance Program when it is implemented by the Department. Under the new program, any employee and/or immediate family members whose emotional or behavioral problems or drug or alcohol dependency adversely affect the employee's performance will be afforded the opportunity for counseling.

Accomplishment 3: Achieve informal resolution of employee EEO concerns through the EEO Counselor Program. Select employees to serve as EEO Counselors and provide basic and refresher training as necessary.

Accomplishment 4: Achieve proper adjustment of employee concerns using, as necessary, arbitration, grievance procedures, and the EEO complaint procedure, among others.

Accomplishment 5: Successfully maintain employee standards of conduct through a preventive employee relations program and take Agency initiated adverse action, as necessary, providing proper opportunity for appeals.

5. Operate an effective personnel management program in the field and at headquarters.

Accomplishment 1: Assure proper classification of FSIS positions by administering the Position Maintenance Review Program to include developing a schedule of field and headquarters organizational segments subject to classification review; conducting thorough desk audits of a representative number of positions in each organizational segment; and preparing a written report to the appropriate management officials detailing findings, recommendations, and required actions.

Accomplishment 2: Assure position management principles are being carried out by conducting organizational/position management reviews by developing a plan for the conduct of organizational reviews.

Accomplishment 3: Conduct field and Headquarters recruiting activities including staffing vacant positions from outside sources; providing direction to recruitment efforts; and evaluation of recruiting efforts.

Accomplishment 4: Maintain an effective staffing program for field and Headquarters including processing personnel actions and related documents; providing guidance and direction to program officials on staffing problems; implementing new and revised policies and regulations; and evaluating the staffing program.

Accomplishment 5: Administer the merit promotion plan to include providing guidance and direction to field promotion file offices; assuring promotions comply with the Agency merit promotion plan; and responding to inquiries concerning application of merit promotion principles.

Accomplishment 6: Administer retirement counseling, Office of Workmen's Compensation Programs (OWCP), health and life insurance, and occupational health programs including providing retirement counseling and annuity computations; processing OWCP claims and

providing assistance on OWCP cases; surveying health units covering FSIS employees annually; and conducting the annual FEHBA open season.

Accomplishment 7: Make effective use of disciplinary and adverse actions as a means of assuring the maintenance of Agency standards of employee conduct by assuring that disciplinary and adverse actions are timely, consistent with Agency and Department standards, and comply with OPM and Department regulations.

Accomplishment 8: Provide effective Agency representation at adverse action appeal and arbitration proceedings by assuring compliance with merit System Protection Board regulations and Union contractual requirements in the processing of appeals and arbitrations.

6. Plan and Direct a Comprehensive Personnel Management Evaluation Program.

Accomplishment 1: Conduct a regular cycle of personnel Management Assistance reviews.

Accomplishment 2: Maintain the capability for a regular assessment of the status of the personnel management system through a comprehensive planning system integrated with the FSIS Program Plan and the performance standards for employees in the Senior Executive Service and the Merit Pay System.

TABLE 32 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
PERSONNEL DIVISION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Classification, Organization, Position Management and Pay Administration	IV		
Accomplishment 1 - Classification and Pay		4.0	105
Accomplishment 2 - Position Management and Organization		3.0	65
Accomplishment 3 - Leave and Hours of Work		1.0	45
Objective 2 - Employment and Placement	IV		
Accomplishment 1 - Orientation		.5	15
Accomplishment 2 - FEORP		1.0	30
Accomplishment 3 - Performance Standards		3.5	91
Accomplishment 4 - Merit Promotion Plan		3.5	91
Accomplishment 5 - Health Benefits		.5	15
Accomplishment 6 - List of Sensitive Positions		.5	15
Accomplishment 7 - Minority Designation Coding System		.5	15
Objective 3 - Employee Development and Safety	IV		
Accomplishment 1 - Training Courses		1.0	100
Accomplishment 2 - Executive Development		1.8	210
Accomplishment 3 - Special Training		4.2	305 <sup>1/</sup>
Accomplishment 4 - New Training Programs		1.0	50 <sup>1/</sup>
Accomplishment 5 - Safety and Health		2.7	80
Accomplishment 6 - Servicing SES IDP's		1.3	35
Objective 4 - Employee Relations	IV		
Accomplishment 1 - Suggestions and Awards		.9	12
Accomplishment 2 - Employee Assistance		.5	11
Accomplishment 3 - EEO Counselor Program		1.2	30
Accomplishment 4 - Arbitrations, Grievances and EEO Complaints		5.0	140
Accomplishment 5 - Adverse Actions and Appeals		5.4	147

TABLE 32 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
PERSONNEL DIVISION - Continued

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 5 - Operations	IV		
Accomplishment 1 - Classification		12.0	289
Accomplishment 2 - Position Management		7.0	191
Accomplishment 3 - Recruiting		7.0	191
Accomplishment 4 - Staffing		14.0	378
Accomplishment 5 - Merit Promotion Administration		10.0	283
Accomplishment 6 - Retirement, OWCP, Health and Life Insurance, and Occupation Health		7.0	190
Accomplishment 7 - Disciplinary and Adverse Action		7.0	190
Accomplishment 8 - Appeals and Arbitration		7.0	191
Objective 6 - Evaluation	IV		
Accomplishment 1 - Personnel Management Assistance Reviews		3.6	117
Accomplishment 2 - Planning System		.4	11
TOTAL		118.0	3,638

1/ Includes Central Training Funds

FY 1982 PROGRAM ACTIVITY PLAN FOR  
LABOR MANAGEMENT RELATIONS STAFF

ACTIVITY LEADER: R. L. Cunningham

ACTIVITY ABSTRACT:

The Labor Management Relations (LMR) Staff serves as liaison between FSIS management at all levels and the various supervisory and labor organizations representing FSIS employees.

To obtain the goal of a viable labor management-relations program, the staff coordinates and maintains an effective communications system within FSIS. This program activity provides a forum for the meaningful exchange of information with employee organizations; participates with the Deputy Administrator in the overall formulation of FSIS labor-management relations policies, and programs; emphasizes Agency policy on labor-management relations; and works with program management to gain complete acceptance and implementation of that policy.

ACTIVITY OBJECTIVES:

1. Represent the Agency in dealings with employee organizations and third parties.

Accomplishment 1: Fully develop and prepare Agency positions and represent the Administrator as chief spokesperson in contract negotiations with unions.

Accomplishment 2: Fully develop and prepare Agency positions, and represent the Administrator in impasse proceedings before the Federal Service Impasses Panel (FSIP).

Accomplishment 3: Fully prepare and develop the Agency positions, and represent the Administrator in hearings and all verbal communications with the Federal Labor Relations Authority (FLRA) concerning settlement of negotiability disputes.

Accomplishment 4: Schedule, organize, conduct, and represent the Administrator in 18 consultation meetings with the unions and supervisory organizations; attend and participate in bi-weekly consultation meetings with supervisory organizations. Attend and participate as the Administrator's representative at 16 general meetings sponsored by unions.

Accomplishment 5: Develop and prepare the Agency position, and represent the Administrator in verbal communications with FLRA concerning settlement of unfair labor practices and determination of appropriate bargaining units in FSIS.

Accomplishment 6: Investigate facts, develop and prepare the final Agency responses on all back pay claims filed under the Negotiated Grievance Procedure.

Accomplishment 7: Investigate facts develop, prepare and present Agency positions in arbitration cases involving contract interpretations and/or Program matters.

2. Provide advice and staff assistance to managers and supervisors.

Accomplishment 1: Answer inquiries, provide advice, guidance, and contract interpretation to Program managers and supervisors in handling of specific LMR problems and policy.

Accomplishment 2: Review the content of all final grievance responses under the Negotiated Grievance Procedure (NGP) for accuracy, appropriateness, consistency, contract interpretation, and potential Program implications.

Accomplishment 3: Provide advice, guidance and assistance as appropriate on arbitration cases. Make recommendations to the Administrator before decisions are made on proceeding to arbitration and/or on appealing an arbitrator's award.

Accomplishment 4: At Administrator's direction, either chair or fully participate as a member of task force or committees that have Agency-wide and/or Program-wide implications (approximately six task forces). Participate as full team member in five Program Management Assistance Reviews.

Accomplishment 5: Formulate, prepare and instruct five Basic LMR and four Advanced LMR training courses for supervisors. Conduct other seminars and training as requested, for Agency, Department, the OPM Labor Relations Training Center, and other parties.

3. Stay informed on all personnel policies, practices and matters affecting working conditions of employees.

Accomplishment 1: Maintain in-house library of information, case law, and policy statements from third parties, research and remain current on decisions of the Comptroller General and other sources concerning relevant LMR matters.

TABLE 33 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
LABOR MANAGEMENT RELATIONS STAFF

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Represent the Agency			
Accomplishment 1 - Agency Position Negotiations	III	1.2	48
Accomplishment 2 - Schedule/Represent/ Impasse Proceedings	IV	.1	4
Accomplishment 3 - Negotiability Disputes	IV	.1	4
Accomplishment 4 - Attend Consultations and Union Meetings	IV	.3	11
Accomplishment 5 - Unfair Labor Practices	IV	.7	28
Accomplishment 6 - Back Pay Claims	IV	.5	20
Accomplishment 7 - Arbitration Cases	IV	1.0	40
Objective 2 - Provide Advice and Assistance			
Accomplishment 1 - Advice, Guidance/ Program Managers, Supervisors	IV	1.0	40
Accomplishment 2 - Review Grievances	IV	.3	11
Accomplishment 3 - Advice, Guidance/ Arbitration	IV	.1	4
Accomplishment 4 - Task Forces/PMARS	III	.1	4
Accomplishment 5 - Basic LMR Training, Advanced LMR Training, Conduct Seminars	IV	.5	20
Objective 3 - Stay Current	IV		
Accomplishment 1 - Inhouse Library/Third Parties/Research		<u>.1</u>	<u>4</u>
TOTAL		6.0	238





FY 1982 PROGRAM AREA FOR THE ADMINISTRATOR'S  
EQUAL EMPLOYMENT OPPORTUNITY

PROGRAM LEADER: J. B. Taylor, III

PROGRAM ABSTRACT:

The FSIS Equal Employment Opportunity (EEO) policy is to assure equality for all persons without regard to race, color, religion, sex, age, national origin or handicap. A person's merit and performance will be the only criteria in hiring, promoting, training, detailing, reassigning, transferring and other personnel actions in pursuit of the accomplishment of FSIS' primary mission. In accordance with Section 7 of the FSIS Statement of Organization, Functions and Delegations of Authority, the EEO Staff is responsible for a multiplicity of functions.

The Staff formulates, develops and prepares directives, regulations, and other written publications on EEO for the Agency and informs managers, supervisors and all employees of their rights and responsibilities under the EEO Program.

The Staff analyzes the status of FSIS EEO programs and develops and recommends specific actions designed to be implemented by line management officials. The Staff keeps the FSIS Administrator and top staff officials informed on the progress and problems in the Agency's EEO program. When program problems are identified, the EEO Staff recommends and coordinates efforts to implement solutions. Also, the Staff assures that officials designated to receive formal EEO complaints transmit such complaints to the Director of EEO within the prescribed limitations. This is followed up with the appointed Agency representative to see that an attempt to informally resolve the EEO complaint takes place within 10 days after the investigative report and that a proposed disposition is prepared within another 15 days.

Proposed changes in Agency policies that affect personnel are reviewed to determine whether these changes will have an impact on the employment of the protected racial/ethnic sex groups. The Staff assures that all eligible employees are informed of the Upward Mobility Program of the USDA, and that training plans for the program's selected employees begin on schedule. Also, the Staff coordinates Agency EEO advisory committees which represent the FSIS workforce, arranges committee meetings to set up projects, and followup on the implementation of the committee's recommendations.

Other EEO Staff functions include: Consulting employees and unions for EEO counselor nominations as the terms of present counselors expire; assuring that EEO counselors receive initial training from the Equal Employment Opportunity Commission (EEOC) and supplemental training in Agency personnel management programs.

Joint efforts to promote EEO include the following:

Participating with the Agency Personnel Office and the Deputy Administrators in developing a formal FSIS Upward Mobility Program and a Federal Equal Opportunity Recruitment Program; meeting regularly with the Federal Women's Program Managers (FWPM), the Hispanic Employment Program Managers (HEPM) at the Department, Agency, and regional levels, the Office of Personnel Management (OPM), and the Equal Employment Opportunity Commission (EEOC), developing field activities and projects for the Agency's special emphasis program managers and combining these efforts into the total EEO Program; evaluating the EEO activities of subordinate organizational levels; and clearing matters from the Office of Personnel which impact on the EEO Program.

The Agency's EEO program is carried out in cooperation with resources provided in the various program areas. Additional resources expected to be furnished by these program areas for FY 1982 amount to 175 full-time personnel with assigned part-time EEO duties costing \$650,000 in salaries and \$800,000 in other expenses. These part-time duties consist of EEO advisory committee membership, EEO counselors, special emphasis program managers FWPM and HEPM, native american recruitment coordinators, recruiters and regional EEO coordinators.

Each Program area has employees assigned to these EEO duties. They assist in planning and developing the Affirmative Action Plans (AAP) for their program area or region and advise their Deputy Administrator on EEO matters. They also provide counseling services to employees who make allegations of discrimination and assist the Agency in its recruitment and community outreach programs, as well as perform other EEO duties as assigned.

#### PROGRAM GOALS/OBJECTIVES:

1. Provide training and technical assistance to all program personnel in the development and implementation of the FY 1982 Multi-year Affirmative Action Plans.

Accomplishment 1: Train all EEO chairpersons, coordinators, and special emphasis program managers throughout the Agency.

Accomplishment 2: Train all EEO committee members and program officials assigned EEO responsibilities.

2. Develop, issue and implement Agency regulations on Affirmative Action Programs and civil rights in accordance with Department guidelines.

Accomplishment 1: Develop and implement Affirmative Action Plan (AAP) for FY 1982 through FY 1986.

Accomplishment 2: Design and implement an internal data collection and monitoring system to supplement the data provided in the Department's EEO Evaluation and Planning System.

Accomplishment 3: Issue FSIS directives reflecting our regulatory responsibilities under Title VI and Title VII; and reissue policy direction establishing specific targets with respect to: upward mobility, cooperative education, EEO training for line supervisors, and community outreach.

Accomplishment 4: Facilitate continued FSIS level of participation with minority businesses through contracts with 8(a) firms.

Accomplishment 5: Develop and initiate an exchange training program under the Intergovernmental Personnel Training Act (IPA) with two traditionally Black colleges and universities.

3. Provide training and technical assistance to all Federal Women's Program Managers (FWPM's) in career development and SF-171.

Accomplishment 1: Disseminate Career Development Program packets to all FWPM's.

Accomplishment 2: Develop training module on the preparation of SF-171.

Accomplishment 3: Conduct training seminar on the preparation of SF-171.

4. Develop, issue, and implement Agency guidelines on the development of program workplans for all FWPM's.

Accomplishment 1: Develop guidelines on the preparation of FWPM workplans for FY 1982.

Accomplishment 2: Issue guidelines to all FWPM's on the preparation of program workplans.

Accomplishment 3: Implement guidelines for the FWP workplans.

Accomplishment 4: Design and implement an internal monitoring system to determine the effectiveness of the FWP.

5. Attend/participate in female-related Departmental, inter-governmental and private sector programs and activities.

Accomplishment 1: Attend and/or participate in Departmental and inter-governmental FWP activities.

Accomplishment 2: Attend and/or participate in private sector women-related activities, programs, or conferences.

6. Insure the general workforce is aware that Hispanics have traditionally performed well across a broad spectrum of professions such as medicine, science, agriculture, the military, the arts, and the humanities.

Accomplishment 1: Prepare a table exhibit on Hispanics who have made noted contributions to our society.

Accomplishment 2: Present the table exhibit on the patio during National Hispanic Heritage Week in order to enhance awareness of Hispanic contributions to the American society.

Accomplishment 3: Arrange an art exhibit presenting works by Latin American artists during National Hispanic Heritage Week.

7. Insure that all eligible and interested Hispanics take full advantage of the Upward Mobility Program.

Accomplishment 1: Develop training module on the preparation of SF-171.

Accomplishment 2: Conduct training seminar on the preparation of SF-171.

8. Develop, issue, and implement Agency guidelines on the development of Hispanic employment program workplans.

Accomplishment 1: Develop guidelines on the preparation of workplans for FY 1982.

Accomplishment 2: Issue guidelines to all Hispanic Employment Program Managers (HEPMs) on the preparation of program workplans.

Accomplishment 3: Implement guidelines for the program workplans.

Accomplishment 4: Design and implement an internal monitoring system to determine the effectiveness of the Hispanic Employment Program.

9. Attend/participate in Hispanic-related Departmental, inter-government, and private sector programs and activities.

Accomplishment 1: Attend and/or participate in Departmental and inter-governmental Hispanic Employment Program activities.

Accomplishment 2: Attend and/or participate in private sector Hispanic related activities, programs, or conferences.

TABLE 34 - EQUAL EMPLOYMENT OPPORTUNITY PROGRAM AREA:  
RESOURCES PLANNED FOR FY 1982

Program Activity	FY 1982 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
EEO Staff	5	100	217	100
Total Program Area	5	100	217	100

TABLE 35 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
EQUAL EMPLOYMENT OPPORTUNITY

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Train All EEO Personnel	II	1.0	50
Accomplishment 1 - Train EEO Chairperson, Coordinators and Special Emphasis Program Managers			
Accomplishment 2 - Train All EEO Committee Members and Program Officials			
Objective 2 - Affirmative Action Plan <u>1</u> /		1.5	80
Accomplishment 1 - Multi-Year AAP for FY 1982 through FY 1986	I		
Accomplishment 2 - Implement Internal Data Collection and Monitoring System	IV		
Accomplishment 3 - FSIS Policy Directive and Policies	IV		
Accomplishment 4 - FSIS Participation with Minority Businesses	IV		
Accomplishment 5 - Develop Exchange Programs	IV		
Objective 3 - Provide Training/Technical Assistance		1.0	40
Accomplishment 1 - Disseminate Career Packets	I		
Accomplishment 2 - Develop Training Module	III		
Accomplishment 3 - Conduct Training Seminar	III		
Objective 4 - Coordinate Guidelines		.5	10
Accomplishment 1 - Develop Guidelines	I		
Accomplishment 2 - Issue Guidelines			
Accomplishment 3 - Implement Guidelines	II		
Accomplishment 4 - Design Monitoring System	IV		

TABLE 35 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
EQUAL EMPLOYMENT OPPORTUNITY - Continued

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 5 - Participate in Community Outreach	IV	.2	8
Accomplishment 1 - Attend FWP Activities			
Accomplishment 2 - Attend Women-Related Activities			
Objective 6 - Professional Awareness of Hispanics	I	.2	7
Accomplishment 1 - Prepare Table Exhibit			
Accomplishment 2 - Present Table Exhibit			
Accomplishment 3 - Present Art Exhibit			
Objective 7 - Encourage Upward Mobility Participation	III	.2	7
Accomplishment 1 - Develop Training Module			
Accomplishment 2 - Conduct Training Seminar			
Objective 8 - Coordinate Guidelines		.2	7
Accomplishment 1 - Develop Guidelines	I		
Accomplishment 2 - Issue Guidelines	I		
Accomplishment 3 - Implement Guidelines	II		
Accomplishment 4 - Design Monitoring System	IV		
Objective 9 - Participate In Community Outreach	IV	.2	8
Accomplishment 1 - Attend Governmental HEP Activities			
Accomplishment 2 - Attend Private Sector Hispanic Activities			
TOTAL		5.0	217

1/ Assumes affirmative action planning is done continuously on a fiscal year basis with the objectives being accomplished by support of all program Deputy Administrators and the Administrator's office even though it is a Multi-Year Plan.







FY 1982 PROGRAM AREA FOR INFORMATION  
AND LEGISLATIVE AFFAIRS

PROGRAM LEADER: J. McClung

PROGRAM ABSTRACT:

The mission of the Information and Legislative Affairs Staff (ILA) is to effectively communicate with the public, Congress, other Government agencies and internal audiences about FSIS programs and activities. As part of this mission, the Staff supports Agency efforts to gain and increase citizen participation in regulatory decision-making.

The Director of ILA manages a staff of 45. The Staff is divided into five groups: Information, Public Awareness, Legislative Affairs, Executive Correspondence and Special Assignments, and the Office of the Director. The Staffs analyze Agency programs and develop, select, and distribute written and audio-visual materials that best communicate information about particular Agency objectives and actions to specific audiences, and solicit public input. The ILA groups complement one another in carrying out each communication objective. In addition, ILA supports six person-years in five regional information offices operated by the Agricultural Marketing Service.

The Information Branch works primarily with Agency program staffs in preparing materials about FSIS for distribution to the public. The group prepares news releases, factsheets, background papers, feature articles, briefing materials for use by key Agency officials, a consumer newsletter and other written assignments. The Branch keeps up-to-date on all Agency activities to enable it to answer press inquiries and serve as a resource for Agency personnel. It also provides audio-visual communication services for the Agency and coordinates the planning, production and evaluation of audio-visual materials. These services include: public service announcements; visuals for publications, budget briefings and conferences; and photographs, photo features and slide series for public and internal audiences.

The Public Awareness Branch plans, coordinates and participates in briefings, hearings and public information and education campaigns; represents the Agency at various conferences and meetings; and assists in the coordination of the Agency's National Food Safety Poster Contest. It also maintains mailing lists, manages FSIS publication stocks and distributes Agency publications on request. In addition, the Public Awareness Branch develops and evaluates public participation plans for all new FSIS regulatory proposals, in the regulatory review process and in the decisions affecting small businesses. It designs methods for increasing consumer awareness and participation relating to FSIS actions and manages and monitors a system for handling consumer inquiries. The results of these activities are incorporated as input into the FSIS decisionmaking process.

Five Regional Information Offices of the Agricultural Marketing Services keep the Washington ILA Staff informed about developments and reactions that relate to FSIS programs and concerns; help attain maximum usage of press releases, factsheets, publications, films and radio-TV materials; arrange for media contacts, interviews and appearance for Agency officials or members of the Secretary's office; help attain public participation in FSIS rulemaking and answer a wide variety of inquiries and requests from the media and the public. FSIS has a working agreement with AMS to utilize the offices about 22 percent of the time, and reimburse AMS for 22 percent of the expenses.

The Legislative Affairs Branch plans, develops and coordinates activities in support of FSIS legislative positions and maintains lines of communication about legislative activities between the Agency and other groups -- including Congress, the public, other Government agencies and interested sectors in private industry. As part of this function, this group responds to queries from legislators, their staff and the public. Furthermore, it coordinates the Agency preparation for all Congressional hearings.

Executive Correspondence and Special Assignments works closely with program staffs in the Agency. The group is responsible for researching and drafting responses to Congressional and public correspondence concerning meat and poultry inspection and the science program. It researches and prepares responses to written consumer complaints, often speaking with consumers by phone. The group compiles information from program staffs to respond to such complaints. This insures that program staffs are promptly informed so that complaints indicating potential health hazards may be investigated and any corrective or enforcement action necessary may be taken. The Staff also provides writing and editing services to the Agency.

The Office of the Director is responsible for all administrative functions of the ILA staff, including personnel, budget, planning, supplies and equipment and for special projects.

#### PROGRAM GOALS/OBJECTIVES:

##### 1. To communicate information to the Media.

Accomplishment 1: Write, clear and localize 75 news releases about Agency activities and major decisions.

Accomplishment 2: Prepare and localize 370 radio and TV news stories about the Agency.

Accomplishment 3: Answer 1,100 inquiries from the media.

Accomplishment 4: Plan and conduct news conferences and briefings, including preparation of news statements, and other background materials.

2. To communicate information to the Public (General and Special Interest Groups)

Accomplishment 1: Plan, produce, and distribute 41 radio and television public service announcements (PSA's) about agency programs.

Accomplishment 2: Write and clear five publications and 16 factsheets about Agency programs.

Accomplishment 3: Write and clear 105 feature and 12 photo feature stories about Agency activities.

Accomplishment 4: Write and clear six issues of Food News for Consumers.

Accomplishment 5: Answer 2,600 letters from the public, including the general public and special interest groups.

Accomplishment 6: Answer 3,200 phone calls from the public, and 550 consumer complaints.

Accomplishment 7: Distribute approximately 850,000 copies of 30 different Agency publications to individuals and special groups, including consumers, industry, supermarkets, educators, etc.

Accomplishment 8: Reach various outside groups through attendance at meetings, conferences, conventions, etc.

Accomplishment 9: Plan and conduct 23 special Outreach campaigns.

Accomplishment 10: Plan and produce slide shows, as required.

3. To communicate information to Congress and other Government Agencies.

Accomplishment 1: Prepare, coordinate and seek Congressional approval of legislative items of interest to the Agency. Prepare and coordinate about 30 reports of Agency views on proposed legislation, and prepare and coordinate testimony and other support materials for 12 Congressional hearings.

Accomplishment 2: Respond to approximately 500 Congressional letters.

Accomplishment 3: Respond to approximately 850 phone calls and personal inquiries.

Accomplishment 4: Plan and conduct Congressional briefings and meetings relating to FSIS activities.

Accomplishment 5: Participate in intergovernmental group activities.

4. To communicate information and provide support services to the Department and the Agency.

Accomplishment 1: Distribute 22 copies of the "Daily Summaries of the Federal Register," 32 copies of the daily "Congressional Record Summary," and 53 copies of the "Legislative Weekly Activity Report."

Accomplishment 2: Prepare and distribute 50 copies each of the daily "News Watch," and prepare and distribute the bi-weekly "Drum" to MPI regional directors and key headquarters officials.

Accomplishment 3: Prepare FSIS briefing books on major Agency issues for key personnel; prepare background materials for speaking engagements, and prepare background materials for use on official trips by key Agency and department personnel.

Accomplishment 4: Develop arts and graphic materials for FSIS initiatives, internal activities, Congressional hearings, exhibits and other meetings.

Accomplishment 5: Provide photographic services for the Agency.

Accomplishment 6: Prepare internal video films for training and management improvement.

5. To improve public participation in Agency decisionmaking.

Accomplishment 1: Develop, implement and evaluate public participation plans for all major regulatory development and review activities.

Accomplishment 2: Expand contact with a variety of sectors of the public through improved direct mailing procedures and increased participation in conferences.

Accomplishment 3: Develop regulatory training program.

Accomplishment 4: Conduct special projects as assigned.

6. To increase consumer representation in Agency decisionmaking.

Accomplishment 1: Plan and coordinate meetings of FSIS Consumer Network; continue to improve FSIS consumer education programs, and insure that consumer input and concerns are considered in all public participation plans and in development of FSIS policies.

Accomplishment 2: Monitor and evaluate effectiveness of the consumer response system.

Accomplishment 3: Participate regularly in the USDA Consumer Working Group and interagency organizations.

Accomplishment 4: Maintain and expand contacts with consumer organizations.

TABLE 36 - INFORMATION AND LEGISLATIVE AFFAIRS PROGRAM AREA:  
RESOURCES PLANNED FOR FY 1982

Program Activity	FY 1982 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Information and Legisla- tive Affairs	45	100	2,188	100
Total Program Area	45	100	2,188	100

TABLE 37 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
INFORMATION AND LEGISLATIVE AFFAIRS

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Communicate Information to the Media	Ongoing		
Accomplishment 1 - News Releases		4.2	218
Accomplishment 2 - Radio/TV News		1.1	56
Accomplishment 3 - Inquiries from Media		1.6	69
Accomplishment 4 - News Conferences/ Briefings		.5	17
Objective 2 - Communicate Information to the Public	Ongoing		
Accomplishment 1 - Public Service Announcements		2.2	238
Accomplishment 2 - Publications, Factsheets		4.8	228
Accomplishment 3 - Features, Photo Features		1.6	58
Accomplishment 4 - "Food News for Consumers		.4	17
Accomplishment 5 - Letters from Public		3.6	122
Accomplishment 6 - Phone calls from Public		1.9	80
Accomplishment 7 - Publications Distri- bution		3.0	99
Accomplishment 8 - Meetings, Conven- tions, etc.		.7	46
Accomplishment 9 - Special Outreach Campaigns		3.3	370
Accomplishment 10 - Slide Shows		.5	25
Objective 3 - Communicate to Congress, Other Government Agencies	Ongoing		
Accomplishment 1 - Legislative Reports		1.3	43
Accomplishment 2 - Letters from Congress		2.0	67
Accomplishment 3 - Phone Calls from Congress		1.1	37
Accomplishment 4 - Briefings, Meetings		1.3	43
Accomplishment 5 - Intergovernmental Work		1.0	44

TABLE 37 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
INFORMATION AND LEGISLATIVE AFFAIRS - Continued

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 4 - Communicate Information and Provide Support Services to Department/ Agency	Ongoing		
Accomplishment 1 - Prepare Summaries		.7	16
Accomplishment 2 - "News Watch" and "Drum"		.7	21
Accomplishment 3 - Background Materials		1.6	54
Accomplishment 4 - Arts and Graphics Materials		1.1	33
Accomplishment 5 - Photographic Services		.5	24
Accomplishment 6 - Internal Video Films		.7	23
Objective 5 - Public Participation	Ongoing		
Accomplishment 1 - Planning, Implementa- tion and Evaluation of Public Part. Plans		.5	38
Accomplishment 2 - Public Contact		.5	15
Accomplishment 3 - Regulatory Training Program		.4	0
Accomplishment 4 - Special Projects		.4	14
Objective 6 - Consumer Representation	Ongoing	.	
Accomplishment 1 - Insure Consumer Input in Policy Formulation		.7	42
Accomplishment 2 - Monitor Consumer Complaints		.5	18
Accomplishment 3 - USDA Working Group		.2	4
Accomplishment 4 - Consumer Contact		.4	9
TOTALS		45.0	2,188







FY 1982 PROGRAM AREA FOR  
POLICY AND PROGRAM PLANNING

PROGRAM LEADER: J. W. McCutcheon

PROGRAM ABSTRACT:

The Policy and Program Planning Staff performs a number of staff functions for the Administrator of FSIS and operates some services as an Agency-wide activity for all the program areas. These functions are organized into three activities: Policy Analysis Office, Regulations Office, and the Executive Secretariat.

The staff functions for the Administrator include the coordination of all FSIS emergency preparedness functions, and the development of policy options for Agency management to consider in the formulation of new policies. In addition, the Staff designs and operates the agency-wide program planning system, and it maintains the FSIS Index of Pending Regulatory Actions, which indicates the progress being made on all new regulations that are being developed by FSIS and the Agency response to petitions. Each year the Agency produces approximately 80 new or revised regulations and notices in the Federal Register.

The Staff provides support in the preparation of regulatory impact analyses that compare the costs and benefits of proposed regulations as they relate to industry and consumers. During 1981 the Staff developed approximately 30 threshold studies to determine whether or not a regulation is a major rule under Executive Order (E.O.) 12291 and/or subject to the Regulatory Flexibility Act, and conducted regulatory impact and flexibility analyses on several regulations.

The Staff operates the Information Processing Center, which provides report preparation services for the Administrator's staff offices and for any program offices that need such aid. In addition, the Policy and Program Planning Staff includes the FSIS Freedom of Information Office, which coordinates the responses for all freedom of information requests. During 1981 the Staff responded to about 500 such requests. The Staff provides support for the program areas in the operation and development of computer systems. The Staff also carries out the Agency-wide, systematic review of existing regulations and coordinates the review and approval of new regulations.

PROGRAM GOALS:

1. To improve computer system support to the programs by aiding them to develop a planning system that will predict computer support needs in future budget requests.
2. To realign staff resources to perform more policy studies for the Administrator and to meet the new requirements of E.O. 12291.
3. To develop a long-range program planning process to complement the annual program planning activities.

4. To coordinate radiological emergency planning activities for USDA.
5. Expand equipment capabilities in the word processing center to maintain the level of service and meet an increasing work load, but without increasing staff size.
6. To assure that Agency regulations and issuances are well written and published in a timely manner.
7. To further develop and implement the Agency's Regulatory Review Plan under E.O. 12291 and the Regulatory Flexibility Act.

TABLE 38 - POLICY AND PROGRAM PLANNING PROGRAM AREA:  
RESOURCES PLANNED FOR FY 1982

Program Activity	FY 1982 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Director	9	13	366	13
Executive Secretariat	15	21	591	21
Policy Analysis Office	26	36	1,013	36
Regulations Office	22	30	845	30
Total Program Area	72	100	2,815	100

FY 1982 PROGRAM ACTIVITY PLAN FOR THE  
OFFICE OF THE DIRECTOR FOR POLICY AND PROGRAM PLANNING

ACTIVITY LEADER: J. W. McCutcheon

ACTIVITY ABSTRACT:

This activity provides managerial, staff, and support service for the Policy and Program Planning Program Area (PPP). This service includes direction and guidance on policy, program planning and regulations coordination matters. In addition, this activity coordinates the Department's radiological emergency planning and defense mobilization efforts.

ACTIVITY OBJECTIVES:

1. Reorganize and provide overall program direction for the Policy and Program Planning Staff.

Accomplishment 1: Realign Staff Officers.

Accomplishment 2: Establish a function for Emergency Preparedness and Defense Mobilization (EPDM).

Accomplishment 3: Provide overall program direction.

2. Coordinate Radiological Emergency Planning Activities for USDA.

Accomplishment 1: Review state plans.

Accomplishment 2: Participate in Exercises of the state plans.

Accomplishment 3: Coordinate Radiological Emergency Preparedness with USDA.

Accomplishment 4: Support Office of Secretary in Emergency Operations including Defense Mobilization.

Accomplishment 5: Represent USDA in interdepartmental emergency planning activities.

TABLE 39- FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
OFFICE OF THE DIRECTOR FOR POLICY AND PROGRAM PLANNING

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Reorganize and Direct PPP		4	163
Accomplishment 1 - Realign Staff Officers	I		
Accomplishment 2 - Establish EPDM Function	I		
Accomplishment 3 - Provide Program Direction	IV		
Objective 2 - Coordinate Activities	IV	5	203
Accomplishment 1 - Review Plans			
Accomplishment 2 - Participate in State Exercises			
Accomplishment 3 - Coordinate Prepared- ness Within USDA			
Accomplishment 4 - Support the Office of the Secretary			
Accomplishment 5 - Represent USDA			
TOTAL		9	366

FY 1982 PROGRAM ACTIVITY PLAN  
FOR THE EXECUTIVE SECRETARIAT

ACTIVITY LEADER: L. Wood

ACTIVITY ABSTRACT:

The Executive Secretariat is responsible for the following functions:

Administration of the Freedom of Information Act (FOIA) and Privacy Act (PA). This entails developing Agency policy and procedures for complying with the Acts; handling all requests for discretionary disclosure of exempt material; preparing final Agency decisions; advising management officials in the field and at headquarters concerning the release of information.

Management of the FSIS Information Processing Center (IPC). The IPC provides information processing service to all headquarters staff offices. The Center is designed to provide quick revision services on lengthy, often-revised high priority documents such as dockets, regulatory impact analyses, speeches, and reports. In addition, the IPC prepares manuals, standard letters, and congressional correspondence.

Management of Agency level tracking system. This system is designed to assure that the Administrator and the Deputy Administrators are aware of the status of assignments, and correspondence that are handled in Agency program areas. Included are priority work initiative and assignment status sheets for the Office of the Administrator and controlled correspondence reports. In addition, the Executive Secretariat edits the "Week-in-Review" report, which informs top management of current program activities; and manages the flow of correspondence within the Office of the Administrator.

Coordination of special projects and conference support. At the request of the Administrator, the Executive Secretariat coordinates projects which cross program lines. This includes assembly, analysis, and presentation of program information in response to requests from industry, foreign governments, and other Federal agencies.

The Executive Secretariat provides administrative support and staff services to internal and external conferences, such as meetings of the Advisory Committee on Meat and Poultry Inspection.

ACTIVITY OBJECTIVES:

1. Administer the FOIA and PA.

Accomplishment 1: Provide responses to an estimated 500 requests.

Accomplishment 2: Design and present an FOIA/PA training course for headquarters and field personnel. The one-day presentation will include discussions on the history of the Acts, an explanation of exemptions, recent legislative development the Agency's procedures for handling requests, the application of the Acts to certain Agency records, and the concerns FOIA/PA Staff and program personnel face in processing requests.

2. Provide high quality, timely information processing services to Agency headquarters staff.

Accomplishment 1: Produce an estimated five million lines of information during the year.

Accomplishment 2: Conduct a training program that provides technical expertise to IPC operators.

Accomplishment 3: Up-date the Information Processing Brochure as new capabilities and procedures are added.

Accomplishment 4: Explore other methods for locating qualified persons as potential IPC personnel.

Accomplishment 5: Coordinate procurement of word processing equipment for FSIS programs.

3. Operate the tracking system for the Agency.

Accomplishment 1: Provide weekly reports to the Administrator and Deputy Administrators on the status of assignments and correspondence.

4. Provide assistance to the Administrator and Deputy Administrators on recurring and special projects.

Accomplishment 1: Provide support for one or two meetings of the Advisory Committee on Meat and Poultry Inspection.

Accomplishment 2: Coordinate Agency involvement in conferences, arrangements for visitors, and cross-program reports, as requested.

TABLE 40 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
EXECUTIVE SECRETARIAT

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - FOIA/PA		4	160
Accomplishment 1 - Responses	IV		
Accomplishment 2 - Training	III		
Objective 2 - Information Processing Services		8	320
Accomplishment 1 - Client Service	IV		
Accomplishment 2 - Training	Ongoing		
Accomplishment 3 - Brochure	III		
Accomplishment 4 - Recruitment	Ongoing		
Accomplishment 5 - Equipment Procedure	Ongoing		
Objective 3 - Tracking Systems	Ongoing	2	80
Accomplishment 1 - Weekly Reports			
Objective 4 - Projects		1	31
Accomplishment 1 - Advisory Committee	II		
Accomplishment 2 - Special Projects	Ongoing		
TOTAL		15	591

FY 1982 PROGRAM ACTIVITY PLAN FOR  
THE POLICY ANALYSIS OFFICE

ACTIVITY LEADER: L. D. Lange

ACTIVITY ABSTRACT:

The Policy Analysis Office has three broad program activities: studies in support of policy development, program planning, and computer support to the programs. The policy development activity responds to Executive Order 12291 and is designed to assure that administrative decisions are based on adequate information concerning the need for and consequences of government regulatory actions. As part of this activity, the office also studies the impacts on small entities (i.e., small businesses, small organizations, and small governmental jurisdiction) as required by the Regulatory Flexibility Act (P.L. 96-354). The policy development activity analyzes, recommends and advises the Administrator on policy options relating to overall FSIS programs.

The program planning activity is responsible for the operations of an Agency planning system and for facilitating integration of Agency-wide program planning and the personnel merit pay activities. This entails developing and presenting the annual FSIS Program Plan that presents the goals and objectives for all FSIS program areas. In addition, this year a multi-year program plan will be developed to aid the Agency's managers in preparing for future events that will influence their program areas.

In providing computer support to the programs, this office consults with the program areas on computer systems development and it operates on an interim basis selected systems until such time as the programs are able to assume operational control of the systems. Also, the office provides a central point within FSIS where information can be shared among all the computer system users in order to economize on the development and operation of all the FSIS computer users.

ACTIVITY OBJECTIVES:

1. Conduct regulatory impact and regulatory flexibility analyses.

Accomplishment 1: Prepare 30-45 threshold studies to determine whether or not a proposed regulation is major under Executive Order 12291 and whether or not a regulation requires a Regulatory Flexibility Analysis under P.L. 96-354.

Accomplishment 2: Prepare Regulatory Impact and Regulatory Flexibility Analyses when appropriate.

Accomplishment 3: Review and distribute results of public opinion polls.

2. Conduct Policy Studies.

Accomplishment 1: Conduct studies relating to amendments of food safety regulations.

Accomplishment 2: Conduct a study relating to proposed FSIS budget changes.

Accomplishment 3: Conduct a study of the granting of discretionary authority to the Secretary in determining the level of inspection intensity for processed products.

Accomplishment 4: Conduct special projects as assigned.

3. Develop, implement and coordinate the Agency annual program planning process.

Accomplishment 1: FY 1982 Program Plan. Publish the FSIS Program Plan: FY 1982, and distribute the Plan to Agency senior level employees.

Accomplishment 2: Feedback. Communicate with representatives of all program areas to discuss their uses of the FY 1982 Plan and to obtain their input for use in developing the Agency's FY 1983 Program Plan and analyze comments received from cards enclosed with the FY 1982 plans.

Accomplishment 3: FY 1983 Program Plan. Develop the guidance, coordination, and implementation of documentation for publication of the FY 1983 Program Plan.

4. Develop and coordinate the Agency functional planning processes.

Accomplishment 1: Maintain FSIS Agricultural Research Service (ARS) planning effort.

Accomplishment 2: Organize an ADP planning effort for FSIS.

Accomplishment 3: Develop a planning system for monitoring merit pay and SES systems.

5. Develop a multi-year planning concept for FSIS.

Accomplishment 1: Design a multi-year planning concept.

Accomplishment 2: Conduct a multi-year planning exercise with FSIS management.

Accomplishment 3: Publish a report.

6. Provide ADP support to Agency.

Accomplishment 1: Reduce telecommunications cost by maximizing use of dedicated lines.

Accomplishment 2: Develop a distributed network system for the Microbiological and Residues Contamination Information System (MARCIS) computers.

Accomplishment 3: Upgrade the system software of the HP-3000 Import Information System so that it is compatible with the Science MARCIS.

Accomplishment 4: Train staff and turn operation of the Import Information System over to the program area.

TABLE 41 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
POLICY ANALYSIS OFFICE

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objectives 1 - Regulatory Impact and Flexibility Analysis		5	200
Accomplishment 1 - Prepare Threshold Studies	Ongoing		
Accomplishment 2 - Prepare Impact and Flexibility Analyses	Ongoing		
Accomplishment 3 - Evaluate	II		
Objective 2 - Conduct Policy Studies	IV	5	200
Accomplishment 1 - Good Safety			
Accomplishment 2 - Budget Cuts			
Accomplishment 3 - Discretionary Authority			
Accomplishment 4 - Special Projects			
Objective 3 - Short Range Planning			
Accomplishment 1 - FY 1982 Program Plan	I	2	80
Accomplishment 2 - Feedback	III		
Accomplishment 3 - FY 1983 Program Plan	IV		
Objective 4 - Functional Planning Process	IV	1	40
Accomplishment 1 - ARS Planning			
Accomplishment 2 - ADP Planning Effort			
Accomplishment 3 - Merit Pay and SES Systems			
Objective 5 - Multi-year Planning		2	80
Accomplishment 1 - Design a Concept	II		
Accomplishment 2 - Conduct an Exercise	III		
Accomplishment 3 - Publish a Report	IV		

TABLE 41 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
POLICY ANALYSIS OFFICE - Continued

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 6 - Provide ADP Support to Agency		11	413
Accomplishment 1 - Reduce Telecommunica- tions Cost	IV		
Accomplishment 2 - Develop a Distributed Network	IV		
Accomplishment 3 - Upgrade Import System Software	III		
Accomplishment 4 - Relinquish Operation of the Import Information System	IV		
TOTAL		26	1,013

FY 1982 PROGRAM ACTIVITY PLAN  
FOR THE REGULATIONS OFFICE

ACTIVITY LEADER: S. P. Ragan

ACTIVITY ABSTRACT:

The function of the Regulations Office is to carry out the Agency-wide, systematic review of existing regulations and to coordinate and assist in the development, review, and approval of new regulations and official notices (dockets). In addition, this Office coordinates the review, printing and distribution of FSIS Meat and Poultry Inspection Program issuances. It oversees the office of the Hearing Clerk in FSIS, which maintains the FSIS administrative records on rulemaking proceedings. Finally, this year, the Regulations Office will participate with the Office of Management and Budget in a three-agency pilot program to estimate the cost of FSIS regulations on the regulated industry.

The Regulations Office developed the FSIS 1982-1986 Regulatory Review Plan which was submitted by the Administrator to the Assistant Secretary. The plan details the major areas to be reviewed and establishes a timetable for review of all existing regulations. During Fiscal Year 1982 the two major areas--Exemption Provisions and Prior Label Approval--will be reviewed, as well as the Slaughter Regulations. This review will focus on determining the continued need for such rules, identifying the burdens placed on industry, and its effect on small businesses. Also, consideration will be given to alternative approaches for achieving the same regulatory goal at a lower cost. Approximately 300 MPI issuances were processed by FSIS, including bulletins, directives, manual changes, training guidelines, and the monthly publication of the "Issuances of the Meat and Poultry Inspection Program."

ACTIVITY OBJECTIVES:

1. Coordinate, develop and issue FSIS regulations and issuances.

Accomplishment 1: Schedule, assist in and monitor the development of, edit, and coordinate clearances and publication of new and amended regulations comprising approximately 80 FSIS dockets.

Accomplishment 2: Review 300 program issuances for adequacy and conformity with applicable requirements prior to publication.

NOTE: FSIS dockets are Federal Register notices, proposals, and final rules. Issuances are Agency-issued bulletins and monthly publications concerning program activities.

Accomplishment 3: Maintain the official FSIS administrative record for all petitions and regulatory actions undertaken by the Agency.

2. Perform a systematic and continual review of all existing regulations.

Accomplishment 1: Review existing regulations for current need, and cost benefit as mandated under E.O. 12291 and the Regulatory Flexibility Act.

Accomplishment 2: Conduct a pilot program to estimate the cost of FSIS regulations on the regulated industry.

TABLE 42 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
REGULATIONS OFFICE

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Regulations Development and Issuance		15	565
Accomplishment 1 - Coordinate Development	IV		
Accomplishment 2 - Program Issuances Clearance	IV		
Accomplishment 3 - Administrative Record Maintenance	Ongoing		
Objective 2 - Regulations Review		7	280
Accomplishment 1 - Review Regulations	IV		
Accomplishment 2 - Estimate Cost of Regulations	Ongoing		
TOTAL		22	845





FY 1982 PROGRAM AREA FOR  
REVIEW AND EVALUATION

PROGRAM LEADER: C. M. Seymour

PROGRAM ABSTRACT:

The Review and Evaluation Staff, (R&E) established in July of 1981 as part of an agencywide reorganization, is part of the Office of the Administrator. The mission of the Staff is to provide the Administrator with an overview of the effectiveness of food safety and inspection programs and to carry out special analyses and evaluations to improve program effectiveness.

The need for an agency overview became critical in recent years as the character of inspection began to change. Increasing budget restrictions have helped speed a changeover toward modernized techniques designed to improve the cost effectiveness of inspection with fewer inspectors. As new techniques modifying traditional inspection procedures are phased in, the Staff provides analytical feedback to the Administrator on overall program effectiveness in assuring the production and marketing of wholesome and unadulterated meat and poultry products.

A major component of the overview of federal inspection effectiveness is provided by systematic reviews of inspection locations throughout the country. The inspection location is the critical delivery point of FSIS programs. Efforts of the entire inspection system culminate there.

Program effectiveness can be judged partly by the wholesomeness of products leaving the plant. Basic program reviews at these locations emphasize the adequacy of sanitation controls and other procedures which directly affect the safety of meat and poultry products leaving the plants. Facts are gathered and deficiencies documented according to preapproved criteria designed to assure objectivity and consistency. Results are summarized and analyzed to assess the effectiveness of inspection nationwide, as well as to highlight deficiencies and comparative information on Regions, Areas, and Circuits. Deficiencies in specific problem areas are referred to appropriate program inspection officials for necessary followup and enforcement or corrective action, as needed. Reports and analyses on program effectiveness are prepared on a frequent and regular basis.

Special reviews, evaluations, and analyses focus on concerns not readily addressed by the basic review program. These include projects which provide an indepth assessment of a specific problem area, geographic or organizational unit, inspection technique, processing technique, or other management problem. Some special reviews are carried out on a one-time basis by teams assembled for a particular purpose. Others are implemented by gathering special, additional information during the basic reviews. The R&E

Staff conducts special analyses both by analyzing existing data and by conducting on-site visits as needed. The reviews utilize the R&E staffs, task groups with participation of other agency specialists, outside consultants, and expert panels.

In addition to planned evaluations, reviews and special inquiries are carried out "on demand" as required during the year. Results are provided to the Administrator and his Executive Team to help in policy development and planning and for use in ongoing management decisions.

#### PROGRAM GOALS/OBJECTIVES:

1. To provide the Administrator with an overview of program effectiveness.

Accomplishment 1: Develop systems, criteria, and procedures for systematic reviews.

Accomplishment 2: Conduct systematic, on-site monitoring of FSIS program effectiveness through approximately 2,000 basic reviews at inspection locations nationwide.

Accomplishment 3: Analyze, summarize, and report basic review results and make recommendations.

2. To carry out special analyses and evaluations to improve program effectiveness.

Accomplishment 1: Develop systems, criteria, and procedures to be used in carrying out special analyses and evaluations.

Accomplishment 2: Carry out planned special studies.

Accomplishment 3: Carry out additional inquiries, reviews, and interviews, as assigned by the Administrator, in cases requiring independent fact-gathering.

Accomplishment 4: Analyze, summarize, and report special study results and make recommendations.

3. To assist the Administrator in a program to eliminate abuse and waste in program operations and improve program integrity.

Accomplishment 1: Provide feedback to FSIS line managers on potential conduct and integrity problems disclosed in basic reviews and special projects.

Accomplishment 2: Submit recommendations to the Administrator for action by FSIS.

4. To provide staff support on all audit matters to the FSIS Liaison Officer with the Office of Inspector General and the General Accounting Office.

Accomplishment 1: Coordinate FSIS participation during the performance of audits.

Accomplishment 2: Assure that appropriate program officials participate in audit responses.

Accomplishment 3: Coordinate final agency responses to audits affecting more than one program area.

TABLE 43 - REVIEW AND EVALUATION PROGRAM AREA:  
RESOURCES PLANNED FOR FY 1982

Program Activity	FY 1982 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Review and Evaluation	41	100	1,596	100
Total Program Area	41	100	1,596	100

TABLE 44 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
REVIEW AND EVALUATION

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Provide an Overview of Program Effectiveness		17	670
Accomplishment 1 - Develop Systems, Criteria, and Procedures for Systematic Reviews	Ongoing		
Accomplishment 2 - Monitor Program Effectiveness through Basic Reviews	IV		
Accomplishment 3 - Report Review Results and Make Recommendations	IV		
Objective 2 - Conduct Special Analyses and Evaluations to Improve Program Effective- ness		21	798
Accomplishment 1 - Develop Systems, Criteria, and Procedures for Special Studies	Ongoing		
Accomplishment 2 - Conduct Planned Special Studies	IV		
Accomplishment 3 - Conduct Independent Factgathering for Additional Reviews and Inquiries as Assigned	Ongoing		
Accomplishment 4 - Report Special Study Results and Make Recommendations	Ongoing		
Objective 3 - Assist in Eliminating Abuse and Waste in Program Operations and in Improving Program Integrity	Ongoing	1	48
Accomplishment 1 - Provide Feedback to FSIS Line Managers			
Accomplishment 2 - Submit Recommenda- tions for Action to the Administrator			

TABLE 44 - FY 1982 PROPOSED PROGRAM ACTIVITY  
OBJECTIVES AND ACCOMPLISHMENTS:  
REVIEW AND EVALUATION - Continued

Objectives and Accomplishments	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 4 - Support the FSIS Liaison Officer	Ongoing	2	80
Accomplishment 1 - Coordinate FSIS Participation in Audits			
Accomplishment 2 - Assure Appropriate Agency Participation in Audit Responses			
Accomplishment 3 - Coordinate Final Agency Responses			
TOTAL		41	1,596







## APPENDIX A

### FSIS ORGANIZATION STRUCTURE 1/

#### MEAT AND POULTRY INSPECTION OPERATIONS

Office of the Deputy Administrator,  
Including Veterinary Attache

Program Management Support Staff

Office of the Assistant Deputy Administrator,  
Compliance and Staff Operations:  
Compliance Division  
Foreign Programs Division

Office of the Assistant Deputy Administrator,  
Inspection Operations:  
Emergency Program Staff  
Export Coordination Staff  
Federal-State Relations Staff  
Regional Operations

#### MEAT AND POULTRY INSPECTION TECHNICAL SERVICES

Office of the Deputy Administrator

Facilities, Equipment, and Sanitation Division  
Environmental Engineering Standards and Evaluation  
Equipment Standards and Review  
Facilities Standards and Review  
Sanitation Standards and Maintenance

Industrial Engineering and Data Management Division  
ADP Systems and Operations  
Management Reports and Data Analysis  
Work Measurement and Methods Analysis

Processed Products Inspection Division  
Processed Products Inspection Procedures  
Quality Control and Inspection Procedures  
Evaluation  
Quality Control Systems Development

Program Training Division  
Development  
Delivery  
Instructional Media

**Slaughter Inspection Standards and Procedures Division**

Ante Mortem and Post Mortem-Poultry  
Ante Mortem and Post Mortem-Red Meat  
Ante Mortem and Post Mortem Standards

**Standards and Labeling Division**

Label Review Groups (2)  
Operations Branch  
Records and Distribution Group  
Special Projects Staff  
Standards Branch

**Technology Assessment Division**

Industrial Development Assessment  
Program Assessment  
Scientific Research Assessment

**SCIENCE**

**Office of the Deputy Administrator**

**Chemistry Division**

Chemistry Staff Laboratory Branch  
Planning, Review and Evaluation Branch

**Field Service Laboratories Division**

Eastern Multidisciplinary Laboratory  
Midwestern Multidisciplinary Laboratory  
Western Multidisciplinary Laboratory

**Food Ingredient Assessment Division**

Nutrition Branch  
Product Safety Branch

**Microbiology Division**

Food Microbiology Branch  
Medical Microbiology Branch

**Pathology and Epidemiology Division**

Epidemiology Branch  
Pathology Branch  
Serological Testing Systems Branch

**Residue Evaluation and Surveillance Division**

**ADMINISTRATIVE MANAGEMENT**

**Office of the Administrator**

**Office of the Deputy Administrator**

Administrative Services Division  
Paperwork Management Branch  
Procurement and Property Branch  
Program Services Branch

Budget Division  
Budget Execution and Control Branch  
Budget Formulation and Presentation Branch

Finance Division  
Field Review and Systems Branch  
Technical Services and Accounting Branch

Personnel Division  
Classification and Organization Branch  
Employee Development and Safety Branch  
Employee Relations Branch  
Employment and Employee Benefits Branch  
Personnel Operations Branch  
Classification Section  
Employee Relations Section  
Employment Section  
Health and Benefits Section  
Program Evaluation Staff  
Washington Servicing Personnel Office

Labor Management Relations Staff

#### EQUAL EMPLOYMENT OPPORTUNITY

Office of the Director

Hispanic Employment Program  
Federal Women's Program  
Upward Mobility Program

#### INFORMATION AND LEGISLATIVE AFFAIRS

Office of the Director

Executive Correspondence and Special Assignment  
Information Branch  
Legislative Affairs Branch  
Public Awareness Branch

## POLICY AND PROGRAM PLANNING

### Office of the Director

Executive Secretariat  
Freedom of Information/Privacy Act Unit  
Information Processing Center

Policy Analysis Office  
Computer Systems Unit  
Policy Studies Unit  
Program Planning Unit

Regulations Office  
Regulations Review Unit  
Regulations Development Unit

## REVIEW AND EVALUATION

### Office of the Director

Analysis and Evaluation Branch

Program Review Branch

Special Projects Branch

1/ This organization structure was proposed through Division Level but not officially approved, as of October 1, 1981.





APPENDIX B  
GLOSSARY: ACRONYMS

AAP	Affirmative Action Plan
ADP	Automated Data Processing
AM	Ante-mortem
AOAC	Association of Official Analytical Chemists
APHIS	Animal and Plant Health Inspection Service
AQL	Acceptance Quality Level
ARS	Agricultural Research Service
ASD	Administrative Services Division
ASTM	American Society for Testing and Materials
BACTEC	Bacteria Technique
CHC	Chlorinated Hydrocarbons
CIC	Chemist-in-Charge
CSO	Compliance and Staff Operations
CRS	Contamination Response System
CSRA	Civil Services Reform Act
CuSum	Cumulative Sum Sampling Plan
DES	Diethylstilbestrol
DOD	Department of Defense
DOPA	Dihydroxyphenylalanine
EEC	European Economic Community
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
EIA	Enzyme Immunoassay
ELISA	Enzyme Linked Immunosorbent Assay
EPA	Environmental Protection Agency
EO	Executive Order
ERRC	Eastern Regional Research Center
ESP	Exploratory Surveillance Programs
FBHCC	Foodborne Hazard Control Center
FDA	Food and Drug Administration
FEMA	Federal Emergency Management Agency
FEORP	Federal Equal Opportunity Recruitment Program
FESD	Facilities, Equipment, and Sanitation Division
FIAD	Food Ingredient Assessment Division
FLRA	Federal Labor Relations Authority
FLRC	Federal Labor Relations Council
FLSA	Fair Labor Standards Act
FOIA	Freedom of Information Act
FMCS	Federal Management and Communications System
FSIP	Federal Service Impasses Panel
FSIS	Food Safety and Inspection Service
FSL	Field Service Laboratories
FTC	Federal Trade Commission
FWPM	Federal Women's Program Managers
FY	Fiscal Year
GAO	Government Accounting Office
GC/MS	Gas Chromatography/Mass Spectrometry
GLC	Gas Liquid Chromatograph
GPO	Government Printing Office

GS	General Schedule
GSA	General Services Administration
HEPM	Hispanic Employment Program Managers
IDP	Individual Development Plans
IIC	Inspector-in-Charge
IPC	Information Processing Center
IS	Impact Statement
ITA	Institute of Technology Assessment
LAST	Live Animal Swab Test
LMR	Labor Management Relations
MARCIS	Microbiological and Residue Contamination Information System
M&SD	Mathematics and Statistics Division
MIC	Microbiologist-in-Charge
MLG	Microbiology Laboratory Guidebook
MDL	Microbiology Division Laboratories
MOSS	Memorandum of Screening and Surveillance
MPI	Meat and Poultry Inspection
MPIO	Meat and Poultry Inspection Operations
MPIP	Meat and Poultry Inspection Program
MPITS	Meat and Poultry Inspection Technical Services
MSRL	Meat Science Research Laboratory
MSI	Modified Sequential Inspection
MTI	Modified Traditional Inspection
NASCI	National Agency Security Check Inquiry
NADA	New Animal Drug Administration
NASDA	National Association of State Departments of Agriculture
NFC	National Finance Center
NFCS	Nationwide Food Consumption Survey
NFPA	National Food Processors Association
NMCA	National Meat Canners Association
NGP	Negotiated Grievance Procedure
OGC	Office of General Counsel
OIG	Office of Inspector General
OLMR	Office of Labor Management Relations
OMB	Office of Management and Budget
OPM	Office of Personnel Management
PA	Privacy Act
PCP	Planned Compliance Program
P&ED	Pathology and Epidemiology Division
PFF	Protein Fat Free
PFT	Personnel Full Time
PM	Post-Mortem
PMAR	Personnel Management Assistance Review
PPP	Policy and Program Planning
PSA	Public Service Announcements
QA	Quality Assurance
QC	Quality Control
R&E	Review & Evaluation

RES	Residue Evaluation and Surveillance
RFP	Request for Proposal
SEA	Staphylococcal Enterotoxin A
SEB	Staphylococcal Enterotoxin B
SEC	Staphylococcal Enterotoxin C
SED	Staphylococcal Enterotoxin D
SEE	Staphylococcal Enterotoxin E
SES	Senior Executive Service
SLUC	Program Standard Level User Charges
SOW's	Statements of Work
SST	Swab Test for Sulfa Drugs
STOP	Swab Test On Premises
TQC	Total Quality Control
TLC	Thin Layer Chromatographic
TRAP	Total Residue Avoidance Program
TS	Technical Services
ULP	Unfair Labor Practice
USC	United States Code
USDA	United States Department of Agriculture
WAMIS	Work force and Assignment Management Information System
WGI	Within-Grade Increase

## Appendix B, Continued

### GLOSSARY: Definitions Of Terms

1. Program Area - The spectrum of organizational activities that are the responsibility of each deputy administrator or staff officer, each of whom reports directly to the Administrator. Program areas comprise the major organizational elements through which Agency activities are accomplished.
2. Program Activity - Generally refers to organizational divisions or staff units within the program area. If a particular group or staff unit is to be highlighted as a significant part of the program area, then it is also considered as a program activity.
3. Program Goal - Major category or broad management control for executing broad aspects of individual missions for each program area.
4. Activity Objective - Specific category of management control for executing broad aspects of assigned goal by each program activity.
5. Activity Accomplishment - Specific management groupings for executing measurable program assignments within an objective.
6. Completion Schedule (Quarter) - Indicates the quarter(s) of the fiscal year in which the objective or accomplishment is planned for completion (I, II, III, or IV). If an objective or accomplishment is not expected to be completed during the fiscal year, it is considered "ongoing." Quarterly reviews should indicate percentage of completion achieved.
7. Activity Resources - Refers to projected levels of: a) person-years and b) dollars required to realize the stated objectives and accomplishments. Person-years refers to estimates of full time, part time and overtime hours worked adjusted to an annual full-time equivalent.

U.S. DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, D.C. 20250

FSIS PROGRAM PLAN QUESTIONNAIRE

If you have any comments or suggestions that you think would be helpful pertaining to the FSIS Program Plan: FY 1982 and/or suggestions for FY 1983, we would appreciate hearing from you. Check the appropriate box(s) to indicate your impressions of the program plan. If you wish to express your comments verbally, telephone the Program Planning Office on (301) 436-7840.

1. **USEFULNESS**

- ☐ As a management tool.
- ☐ As a planning tool.
- ☐ Background information on Agency.
- ☐ For the merit pay system.
- ☐ To orient new employees.
- ☐ To prepare briefings.
- ☐ For research papers.
- ☐ To ascertain what other program areas are doing.
- ☐ Other (*specify*):

2. **ADEQUACY**

- ☐ More than adequate.
- ☐ Acceptable
- ☐ Needs improvement. Explain. \_\_\_\_\_

3. **QUALITY**

- ☐ More than adequate.
- ☐ Acceptable.
- ☐ Needs improvement. Explain. \_\_\_\_\_

4. **TOPICS FOR FUTURE PROGRAM PLANS:**

a. Feature Articles: \_\_\_\_\_

b. Goals: \_\_\_\_\_

c. Objectives: \_\_\_\_\_

d. Accomplishments: \_\_\_\_\_

5. **COMMENTS AND RECOMMENDATIONS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **OPTIONAL:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Office Telephone \_\_\_\_\_

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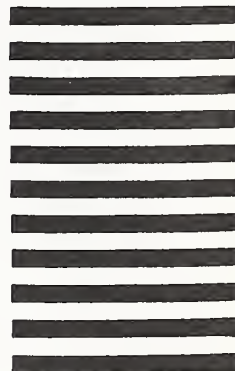
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